



Old Town High School

2019-2020

Student Handbook

By signing below, as a parent/guardian of a student at Old Town High School, I verify that I have read and understand the rules and policies contained in this handbook.

I have paid close attention to any changes, and I have read and paid close attention to the changes in the *Attendance* section. *I understand the expectations that the school has for my child with regard to being at school and on time on a regular basis.*

Student Name: _____

Parent/Guardian Signature: _____

Date: _____

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Welcome to Old Town High School

Mission Statement

Old Town High School: *“Where students are challenged to learn and supported to succeed.”*

Student Handbook

This agenda book belongs to:

Name: _____

Grade: _____

Old Town High School
203 Stillwater Avenue
Old Town, ME 04468
827-3910

The purpose of this handbook is to acquaint students and their parents/guardians with the basic protocols and expectations for students at Old Town High School. While this handbook addresses many situations commonly encountered in our school, it can by no means predict them all and will serve as a general guide. *It is updated annually, but is continually subject to change without notice as we address new situations, which may arise.* We hope that you find this guide useful as you become better accustomed to the operations of OTHS and the many opportunities we have to offer.

In this handbook, the word “parent” also means *guardian*; the word “principal” also includes his or her *designee*; the term “school” includes all *school facilities or school-sponsored activities* on or off school grounds. The term “visitor” applies to *any person on school grounds or in the school building who is not an employee of RSU 34, or a student of Old Town High School.*

In the unlikely event that there is a conflict between school board policy and the contents of this handbook, school board policy will govern the situation.

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*RSU #34
2019-2020*

School Committee

James Dill, Chairperson
Donna Conary
Lauree Gott
Moria Greer
Howard Jack
John Milligan
Hunter Umphrey
Laura Sanborn
Dave Wollstadt

Superintendent of Schools: David Walker

Administrative Assistant: Donna Lodge

Business Manager / Accounts Payable: Barbara Grindle

Infinite Campus / MEDMS Coordinator: Angela Porter

RSU 34 Head of Maintenance: John Lodge

RSU 34 Informational Technology Director: Jef Hamlin

School Song

We all love you dear Old Town High.

May your name and your fame last

Forever.

Your young sons are loyal and true,

So we'll drink one more toast to you - rah! rah!

Three cheers for our dear Old Town High Both in
sunshine and sorrow we are with you. To victory, to

victory, today-

For we will raise you, we will praise you,

Old Town High School.

Faculty:

Old Town High School Staff & Faculty

<u>Staff</u>	<u>Department</u>
Scott Gordon	Principal
Jeremy Bousquet	Assistant Principal/Athletic Director
Amy Ketch	Assistant Principal of Academics
Kimm Kenniston	RSU 34 Special Education Director
Willy King	RSU 34 School Resource Officer
Stephanie Salley	Food Service Director
Kim Ketch	Guidance Counselor
Jami Martell	Guidance Counselor
Brenda Gardner	Gifted & Talented Teacher
Jana Caron	School Nurse
Jennifer Stone	Library Media Specialist
Michael Feero	Information Technology
Barbara Shorey	Main Office Secretary
Sue St. Louis	Guidance Secretary
Carrie Madden	Main Office Clerk
Kim Hayward	Food Service Clerk
Natalie Davis	English
Eric Dewley	English
Jean Hogan	English
Rebecca Stitham	English
Heather Webb	English
Megan Woodard	English
Cynthia Blanchard	Mathematics
Christina Doore	Mathematics
Jennifer Dunham	Mathematics
Andrew Myers	Mathematics
Eric Smith	Mathematics
Lauren Swalec	Mathematics
Kenneth Akiha	Science
Justin Lewin	Science
Ed Lindsey	Science
Rad Mayfield	Science
Dave Ploch	Science
Joanna Stevens	Science
Michael Bowen	Social Studies
Marty Clark	Social Studies
Steve Dexter	Social Studies
Michael May	Social Studies
Christina Turner	Social Studies/Yearbook
Krista Culina	Spanish
William Disselkamp	Spanish/French
Jeff Priest	Band/Music
Kim Libbey	Health/Physical Education
Heather Richards	Health/Physical Education
Lt. Col. Stephen Szweg	JROTC

Sgt. Joel Peaslee	JROTC
Rachel Peterson	Art
Josh Curtis	Art
Stan Peterson	Applied Technology
TBD	Media/Technology Teacher
Bryan Murphy	Alternative Education Teacher
Amy Dow	JMG Instructor
Victoria Hildreth	JMG Instructor
Erin Hutchinson	Special Education Teacher
Kristi Kochis	Special Education Teacher
Sandi McLaughlin	Special Education Teacher
Brenda Parker	Special Education Teacher
Lynn Rush	Special Education Teacher
Jo Wade	Special Education Teacher
Betty Agrell	Educational Technician
Sharon Castro	Educational Technician
Jeannie Corriveau	Educational Technician
Lester Cowan	PE - Educational Technician
Justin Magee	Educational Technician
Anne Gillen	Educational Technician
Vonita Gould	Educational Technician
Mark Graffam	Academic Support Block Monitor
Garrett Libby	Alternative Education Ed. Tech.
Laura Johnson	Educational Technician
Dan Kennedy	Educational Technician
Amy McFalls	Educational Technician
Kelly Paradis	Educational Technician
Trina Dorion	Educational Technician
Doug Shorey	Head Custodian
Aaron Fowler	Custodian
Keith Jennings	Custodian
David Mahan	Custodian
Marion Hallowell	Food Service
Ann Richard	Food Service
Debbie Spencer	Food Service

(The above list is current as of August 12, 2019, and is subject to change)



Communications from Old Town High School What You Can Expect:

* You can obtain up-to-date information from the following locations:

Old Town High School Web Site

www.rsu34.org

Like us on Facebook - www.facebook.com/TheOldTownHighSchool

Follow us on Twitter - @oldtownhighsch

Follow us on Instagram – @othspride

- Progress Report will be available after approximately 5 weeks of each academic quarter, and can be mailed home upon request – but this does not happen automatically. There is a form that will be made available to you through e-mail.
- Report Cards will be mailed at the end of each academic quarter
- A teacher will call you if your child is in danger of failing a class, if they are struggling academically, or if they are exhibiting unusual behaviors based on our history with them.

Emergencies

- We will call you in the event of an illness, or injury to your child
- We will call you if your child is the recipient of a disciplinary action, which may cause him/her to miss school
- With the advancements in technology, we cannot guarantee that we will stay ahead of postings on social media from other sources, including students. We ask for your cooperation, patience, and understanding, especially during emergencies. We will release a statement of events, based on facts when the time is appropriate.
 - ***It is very important that we have your correct e-mail addresses and phone numbers at all times!!! Please make sure that you update the school in the event that you make a change.***

Attendance

- * An automated phone call will be sent to you *each day* your child is absent from school. This is designed not only to inform you, but also to remind your family of the importance of school attendance.

*We highly discourage parents/guardians/friends bringing in coffee, food, or other items during the school day unless it is absolutely necessary.
Thank You for your cooperation!*

Academic Information

Honors' Diploma

The Old Town High School Honors Diploma was created to recognize sustained academic achievement of extraordinary distinction, and to encourage students to take full advantage of the rich offerings at Old Town High School. In order to graduate with an Honors Diploma, students must:

1. Successfully apply and interview to join the Honors Diploma Cohort
2. Maintain a 90% grade average in:
 - a. Two college-level courses (Advanced Placement courses, for example)
*Advanced Placement tests are recommended, but not required
 - b. An additional eight Honors or college-level courses
*These courses shall be taken over a minimum of seven semesters
3. Successfully complete four years each of Math, Science, English, and Social Studies
*Must include three lab sciences
4. Successfully complete the third year of a foreign language
5. Successfully complete an approved Service-Learning Project
6. Successfully complete a Senior Exhibition Project of superior quality
7. Participate in nine Honors Seminars

Students shall maintain an honorable academic career, free of cheating and plagiarism.

Honor Roll

“Honor Roll” will be based on quarter grades.

In order to make honor roll, a student cannot have any non-weighted course grades below at C- (77) and a non-rounded weighted average of:

Highest Honors – Average of A (95) or higher

High Honors – Average of B+ (90) or higher

Honors – Average of B- (85) or higher

- In addition, students must maintain a minimum of **six** classes.

For the 2018-2019 school year, students in grade 9 or 10 who have a quarter grade below a (C-) must have a Habits of Work grade of 4 or 5 in that class in order to be eligible.

Infinite Campus

Parents have access to our Internet based grading program. To access your child's grades and attendance you will need to get a user name and password by downloading the application on our school web site. After completing the application, it should be turned in to the Student Services Office.

National Honor Society

The National Honor Society is an organization that gives recognition to outstanding students on the basis of Scholarship, Leadership, Service and Character. It aims to develop these qualities by creating throughout the school an enthusiasm for real learning, by encouraging in the student a desire to be of wider service to the school and to the community, by causing the student to discover and to foster elements of leadership within himself, and by stimulating them to observe and practice those acts of others that develop character.

Seniors and juniors who have an average of 88 or better for their school career are eligible for membership. The selection is made by the faculty and is based on the qualities stated above.

The honor of being selected a member of this society represents one of the highest honors that an Old Town High School student can obtain and all members are expected to live up to the high standards of the group as a student and as a good citizen. Further information on the criteria for selection may be obtained from the main office.

Credit Recovery

Students who fail classes have a variety of options to recover the credit. They may retake the class, take PLATO, take an Adult Ed class, or do a correspondence class (there is often a cost associated with correspondence classes). In order to recover credits using PLATO, students must achieve a final grade of 50% and have attended at least 60% of classes of the failed course in order to enroll.

Grading System

The symbols that are used for the academic subjects are: A plus, A, A minus, B plus, B, B minus, C plus, C, C minus, D, and E.

A+	98-100	Excellent
A	95-97	
A-	93-94	
B+	90-92	Good
B	87-89	
B-	85-86	
C+	82-84	Fair
C	79-81	
C-	77-78	
D	70-76	Unsatisfactory
E	Less than 70	Failure
CO		Credit Only

Adding / Dropping Classes

Classes cannot be added for credit, eligibility or honor roll after the first progress report of the semester. Students who choose to add something after this point may do so for enrichment purposes only.

Classes dropped after the first progress report of the semester will be listed on the student's transcript. A WP (withdraw passing) or a WF (withdraw failing) will appear on the student's transcript. There is no impact on the GPA at this point. *If the class being dropped puts the student's enrollment below 6 classes, they must have permission from an administrator.*

Classes dropped after the second progress report of the semester will need permission from administration. Students who receive a WF at this point of the semester will have a 60 calculated into their GPA.

- No class may be dropped in the last (2) weeks of a semester for any reason.

Guide for Switching teams in grades 9 and 10

We have two teams of teachers at the grade 9 and grade 10 level. This allows a group of teachers who have the same students to meet, discuss and monitor academic progress in a more efficient manner. Because of this, requests for switching an individual team teacher will result in switching an entire team of teachers. ***These requests will only be considered for legitimate reasons, and only after several steps have been attempted to resolve the issue.*** Steps include but are not limited to:

- *Student meeting with the teacher before or after school on multiple occasions
- *Student meeting with the school counselor
- *Parent meeting with a teacher and time allowed for a change to occur

OTHS Administration will make the final decision after hearing from all sides and carefully considering the situation.

Graduation Requirements

As a minimum for graduation from high school, the prospective graduate must have completed successfully a total of 22 one-year course equivalents (credits) at the secondary level (grades 9 through 12).

The following core courses are required for graduation from Old Town High School and must be taken at Old Town High School: A.

- English - 4 credits
- B. Social Studies and History, including one year of American History and Government – 3 credits
- C. Mathematics – 3 credits
- D. Science, including at least one year of laboratory studies – 3 credits
- E. Fine Arts, which may include art, music, new media classes – 1 credit
- F. Health - 1 credit
- G. Physical Education - 1 credit

Students must have also completed:

- H. Six (6) credits of elective courses

In addition, the Board requires the following:

1. Students are expected to carry six classes unless a modified schedule is approved by the Student Services staff and the Principal. Some examples of justification for a modified schedule would be health issues related to a medical condition, approved and verified employment during the school day, and approved study at another institution. Any

student requesting a modified schedule must demonstrate that they are in good standing.

2. The elective credits may be selected by the student based upon the student's interests, abilities, and the requirements of the field that the student plans to enter upon graduation. The Student Services staff will consult with teachers, parents/guardians and the student if they have concerns regarding a chosen program of study.
3. Students must also demonstrate technological literacy, proficiency, and performance.

A student who is deficient in the above-listed requirements may meet those requirements as outlined in Policy IHBG.

Home-schooled students must be enrolled at Old Town High School for their senior year, have a minimum of 14 Old Town High School credits, and meet other diploma requirements in order to receive an Old Town High School diploma.

Students are expected to take and complete all required classes “in-house.”

Graduation Ceremonies

1. Students who have successfully completed the Graduation Requirements as outlined in Policy IKF, and all other requirements at Old Town High School, shall be entitled to participate to the fullest extent possible in formal graduation ceremonies. In the case of students scheduled to receive a Certificate of Completion, a detailed plan describing the appropriate level of participation in the ceremony shall be part of the ongoing PET processes for each affected student.
2. Final determination will be made as to which students will be permitted to march with the class at Class Night and Graduation at the end of the 7th semester of study at Old Town High School. A student's achievement at this time must be such that a passing final grade is still numerically possible in all required courses. A student must also be actively enrolled in all courses required, such that they will be completed by the date of submission on seniors' grades by teachers. Students must be enrolled in PLATO courses by the first week of the second semester to march in graduation. Students who drop a required class in the eighth semester will not be allowed to participate in graduation ceremonies.
3. In order for a student to be eligible to participate in graduation ceremonies as defined in Policy IKFB, it must be possible for the student to meet all graduation requirements as defined in Policy IKF. Students who fail to meet graduation requirements in the 8th semester shall be allowed to participate in graduation exercises but will not receive a diploma until all requirements have been met.

Graduation Speaking Parts & School Honors

The high school principal will announce at the beginning of the fourth quarter each year, the names of those students in the senior class who have achieved academic honors during the first 7 semesters of their school course.

Honor students will be grouped on three levels as follows:

1. Students attaining an accumulative average of 92.5 or better will be designated as graduating with highest honors.

2. Students attaining an accumulative average from 90.5 to 92.49 will be designated as graduating with high honors.
3. Students attaining an accumulative average from 84.5 to 90.49 will be designated as graduating with honors.

Determination of rank for the purpose of membership in any of the honor groups will be on the basis of percentage average of all courses, providing the minimum number of credits necessary for graduation has been earned.

The names of students announced in any of the honor groups or printed on graduation programs shall be arranged in alphabetical order rather than in the order of relative rank.

Students delivering addresses may be elected by the members of the class and approved by administration. The class speaking parts may consist of four speakers, salutatorian, valedictorian, class president and one elected speaker. The OTHS Principal will make the final decision concerning graduation speakers.

- **In order to take place in any graduation activities, students must pay all class dues and all balances with food service. All books, uniforms, technology and other items that belong to RSU 34 must be returned.**

Athletic Information:

Interscholastic and Co-Curricular Activities

Old Town High School offers a wide variety of activities, from athletic opportunities to academic teams to service based clubs. We believe that such activities are an extension of the classroom and enhance the educational goals established for our students. A separate handbook for student athletes has been created which details many issues including guidelines for participation, eligibility, letter awards, and sportsmanship. All students are encouraged to take advantage of the many opportunities for involvement that we maintain at Old Town High School.

Extra-Curricular Eligibility

The intent of this policy is to encourage all students to recognize the central importance of academic success, citizenship and a healthy lifestyle as prerequisites to extra-curricular participation. Extra-curricular activities are defined in Policy JJJ.

Academics

To be eligible to participate in non-curricular extra-curricular activities at Old Town High School, a student must be passing a minimum of five (5) classes (subjects) and failing no more than one class (subject.) Failure of any class for a second consecutive nine-week ranking period during the academic year, regardless of the number of classes carried, shall result in the student being ineligible for participation in non-curricular extra curricular activities for a nine-week period.

Eligibility will be determined by the quarter grade. Eligibility will be determined until the next quarter grades are posted. Non-curricular extra-curricular eligibility is determined by the posted grade and in no case, other than computational error, will eligibility status be changed due to “make-up” or “extra-credit” work completed after the posting of grades. An “Incomplete” grade, for purposes of eligibility, shall be considered a failure until the final grade is posted. Any student who is determined ineligible as a result of 4th quarter grades shall be ineligible until the first (1st) quarter grades of the next school year are posted. Any class that is dropped outside of the “add-drop” period shall count as the grade earned at the time the class was dropped for eligibility purposes.

Attendance

In order to participate in an extra-curricular activity, a student must be in attendance all day on the day of the activity unless it is an excused absence. In no case shall a student whose absence is unexcused for any part of the day of the activity be allowed to participate in that day’s activity. If there is a question, the OTHS Athletic Director will make the final decision.

Suspension from school shall render the student ineligible for participation in extra-curricular activities during the period of suspension.

Tobacco

The possession and/or use of tobacco products is prohibited by students on school property, in

school vehicles and at school sponsored functions on or away from school property. This means no tobacco possession and/or use at any time, 24 hours a day, 365 days a year by anyone on school property or at any school functions anywhere.

Student offenses may be referred to law enforcement authorities for investigation and/or prosecution. Adjudication for offenses involving tobacco or offenses involving tobacco witnessed by an Old Town School Department staff member at any time, on or off school property shall result in the following consequences:

Non-Curricular Extra-Curricular

Students who violate this policy may be suspended from school and shall be suspended from non-curricular extra-curricular activity for the remainder of the activity or season.

Co-curricular Extra Curricular

For year long, co-curricular extra curricular activities, the following consequences would be in place for violations of this policy:

1. For the first infraction, the student will receive, at a minimum, a four-week suspension from all extracurricular activities.
2. For the second infraction, the student will receive, at a minimum, an eight-week suspension from all extracurricular activities.
3. A third infraction will result in the student being suspended from all extracurricular activities for the remainder of the school year.

Upon request, information and assistance shall be available to the student in addressing his/her tobacco use.

Controlled Substances/Drugs/Alcohol

Possession, use or distribution of controlled substances, drugs or alcohol is prohibited by students on school property, in school vehicles and at school sponsored functions on or away from school property. This means no possession, use or distribution of controlled substances/drugs/alcohol at any time, 24 hours a day, 365 days a year by anyone on school property or at any school functions anywhere. Student offenses may be referred to law enforcement authorities for investigation and/or prosecution. Adjudication for offenses involving controlled substances/drugs/alcohol or offenses involving controlled substances/drugs/alcohol witnessed by an Old Town School Department staff member at any time, on or off school property shall result in the following consequences:

Non-Curricular Extra-Curricular

Students who violate this policy may be suspended from school and shall be suspended from non-curricular extra-curricular activity for the remainder of the activity or season.

Co-curricular Extra Curricular

For yearlong co-curricular extra curricular activities, the following consequences would be in place for violations of this policy:

1. For the first infraction, the student will receive, at a minimum, a four-week suspension from all extracurricular activities.
2. For the second infraction, the student will receive, at a minimum, an eight-week suspension from all extracurricular activities.
3. A third infraction will result in the student being suspended from all

extracurricular activities for the remainder of the school year. Upon request, assistance will be provided to the student and their family in addressing controlled substance, drug and alcohol problems. This assistance may include but not be limited to information regarding referral and treatment. In all cases information and assistance shall be provided in a confidential manner.

For the purpose of these rules, a “week” is defined as a week when school is in session or when co-curricular and non-curricular extracurricular activities are scheduled.

These consequences are in addition to any discipline imposed under other applicable Board policies and school rules.

Extra-Curricular Activities Code

This code applies to students involved in activities at Old Town High School and J.A. Leonard Middle School. Students who wish to take advantage of the extra-curricular activities are expected to follow this code and understand their obligations. Parents/ guardians are also expected to understand the student's obligations and do their part to assure compliance.

Each student participating in extra-curricular activities should realize that these activities are a privilege. Participants are afforded the privilege of representing themselves and their school as long as they are willing to accept the responsibility of adhering to each and every provision in this code.

I. GUIDELINES FOR PARTICIPATION

- A. Each participant must have a signed approval form and physical form from their parent/guardian before they may participate in any athletic activity.
- B. Participants in athletic activities must have health insurance coverage.
- C. Each participant on a sports team must have a physical on file at the school they are attending. The examination will be at the student's own expense.
- D. Each participant must meet all academic eligibility requirements approved by the Old Town School Board.
- E. High school students must meet any applicable eligibility requirements of the Maine Principals Association.
- F. A formal meeting of all participants and parents/guardians will be held prior to the start of the season/activity. Students must attend a minimum of one such session each school year prior to participation in any activity including practice sessions. If required by the coach/advisor, students may have to attend more than one meeting in a given year.
- G. Parents of participants are expected to attend at least one such meeting during each school year. If extenuating circumstances prevent such attendance, then the parent/guardian must communicate -directly (in person or by telephone) with the coach, advisor, athletic director or principal to discuss the critical information presented at these meetings. Students will not be allowed to participate in any inter-school competition until parents have satisfied this requirement. The distribution and signing of permission slips by parents and students will take place at these scheduled meetings.
- H. Any equipment issued to a participant is to be properly cared for and returned at the end of the activity. The participant will pay for any equipment that is not returned, or that is

not returned in good condition.

- I. Students must be enrolled in a minimum of six (6) classes in order to be eligible to participate in extra-curricular activities. The board recognizes that special circumstances may arise which prevents a student from taking six (6) classes. In those instances, the building principal must approve the student's participation.

II. BEHAVIOR EXPECTATIONS

Any member of an extra-curricular activity will be subjected to disciplinary action as outlined in Policy JJJ if he/she is a part of any of the following:

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, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

No student shall furnish, sell, receive, buy, possess, use or be under the influence of any substance which, when used or abused, can affect or change a student's mental, physical or behavior pattern, including, but not limited to, volatile materials such as glue, paint or aerosols, when possessed for the purpose of inhalation; steroids; paraphernalia or implements use for the distribution or consumption of a prohibited substance; or any substance that is represented as, or is reported to be a prohibited substance.

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.

Students who are members of an extra-curricular activity must recognize the following responsibilities:

1. As representatives of the Old Town Public Schools, students are expected to exhibit proper behavior at all times. Improper behavior, including but not limited to criminal activities and behavior that reflects badly upon the schools, may result in students being suspended or dismissed from extra curricular activities and disciplined under applicable school policies and rules. Determination of appropriate action will be made on a case-by-case basis by the Principal, Assistant Principal, Athletic Director, and Coach/Advisor.
2. Participants are expected to dress appropriately for school-sponsored trips and will be briefed on behavior, dress and grooming requirements by the coach/advisor. All participants are expected to comply with any written grooming codes set up by the coach/advisor.
3. Vulgar language or actions will not be tolerated in connection with any extra curricular activities.
4. Support personnel, student managers, etc. shall be considered as active participants and shall meet the same requirements as the participants.
5. Participants must serve disciplinary detention on the day it is assigned, unless excused by the principal, before they may participate in practice or in a scheduled contest/activity.

6. Participants should notify the coach/advisor by the end of the school day they will be late or absent from a scheduled practice or activity.
7. Participants are expected to maintain a good attendance record as well as good overall standing as a school citizen. All participants are expected to be in attendance and on time to school the day of and the day following a weekday activity, in order to be involved on that day.
8. Individual coaches/advisors have the responsibility to take action pertaining to individual team expectations.

III. PARTICIPATION IN ACTIVITIES BY SEASON

A student may not participate on more than one athletic team in a given season. For the purpose of definition of the policy, a student may not participate in more than one sport in each of the categories listed below at one time.

ATHLETIC

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Basketball	Tennis
Field Hockey	Swimming	Baseball
Soccer	Ice Hockey	Softball
Cheering	Cheering	Outdoor Track
Golf	Indoor Track	
Cross-country		

Activities that overlap will offer equal tryout opportunities for all those wishing to participate. Tryouts for students involved in a sport may commence prior to the completion of the first sports season by agreement of the coaches. Otherwise, tryouts for those involved in the first sport must be delayed until the completion that activity.

It is understood that:

- A. No participant may drop a sport once it has been in progress for two weeks and be eligible for participation in another sport that same season. Football players shall have a three-week drop period from the start of pre-season practice.
- B. Participants who are cut from a team by the coach shall be eligible for participation in another sport in the same sport season.
- C. Participants who are dropped from a team for disciplinary reasons cannot go out for the next sport until members of the current squad conclude their season.
- D. Freshmen are eligible to try out for all varsity and junior varsity sports.

IV. GUIDELINES FOR IMPLEMENTATION OF THE CODE

- A. The code must be administered with fairness and consistency at all levels the program.
- B. It is expected that coaches/advisors and administrators investigate reported or suspected cases of violation of the code. This may include, but not be limited to:
 1. Questioning of students or others who may have pertinent information.
 2. Contacting parents/guardians, as appropriate.
- C. Serious disciplinary action such as suspension by a coach/advisor and/or the administration will only be done after a thorough investigation of any violation.

1. A student being suspended from an activity will be given notice of the charges against him/her and the intended punishment.
2. The student and parent/guardian, if requested, will have an opportunity to tell his/her side of the story.
3. If the student denies the violation, an explanation of the evidence or the violation will be given by school officials.
4. A student may appeal the decision to the principal within 48 hours of the decision. The student will remain on a suspended status throughout the appeal process.
5. The principal shall review the appeal on the merits of each situation and has the authority to reinstate the student if it is deemed appropriate. The principal shall respond to the student's appeal in writing within two school days. The conditions of any reinstatement may include but not be limited to the successful completion of an appropriate professional treatment program.
6. A student may appeal the principal's decision in writing to the Superintendent within two school days. The Superintendent shall review the appeal on the merits of each situation and has the authority to reinstate the student if it is deemed appropriate. The Superintendent shall respond to the student's appeal in writing within two school days.
7. The timeline for appeals and responses are good-faith estimates and it should be understood that the particular circumstances of a case may alter the time frame for administrative responses.

Attendance:

Old Town High School believes that learning experiences that occur in the classroom are meaningful and essential components of public education. The responsibility for daily attendance ultimately lies with the students and the family.

Old Town High School is committed to the belief that students should be in class every day in order to maximize their education. We believe that this expectation puts students in the best possible position to be successful and reinforces an important lifelong lesson.

Maine State Law, within its section on compulsory attendance, specifically states:
A person's absence is excused when the person's absence is for one of the following reasons:

- *Personal illness*
- *An appointment with a health professional that must be made during the regular school day*
- *Observance of a religious holiday when the observance is required during the regular school day*
- *A family emergency*
- *A planned absence for a personal or educational purpose which has been approved in advance.* (Planned Absence form must be completed prior to for the absence to be excused)

Absences for the above reasons will be considered excused, provided the school is made aware by telephone on the morning of the absence. Parents/Guardians can call the "Attendance HotLine" at Old Town High School to leave a message outside of regular Main Office hours. However, the absence will remain unexcused until a signed note stating the reason for the absence is received. This must be provided by the student the day that they return to school.

Please keep in the mind, the final decision to "Excuse" an absence lies with the Administration of Old Town High School.

All students are reminded that employment is **NOT** a legitimate reason for missing school.

Unexcused Absences - Absences which do not meet the criteria outlined in Maine State Law for missing school will be considered "Unexcused."

Work completed or due on the day of an unexcused absence may not be made up for credit. Tests administered on the day of an unexcused absence may not be made up for credit, and teachers are not required to provide make-up assistance. Consideration may be given with administration approval for major summative assessments.

Tardy to School

It is important not only that students are in attendance each day, but also that they are on-time to school each day. Timeliness is an important lesson for us to instill in our students, and reinforce on a daily basis.

Students who arrive to school late should report to the Main Office to obtain a “Tardy Slip” to be admitted to class. Without this slip, admittance to class will not be permitted.

A student’s tardiness will be considered “Unexcused” unless legally “Excused” per the (5) reasons stated above. If the school is not notified OR the reason does not meet the legal definition of “Excused Absences” the tardy will be treated as unexcused.

Students who are more than 20 minutes late **FOR ANY REASON** to their first scheduled block will NOT be eligible for ANY extra-curricular activities on that day. In the case of an extenuating circumstance, OTHS Administration has the authority to override this policy.

Total Tardies:

1-5	Free per semester - no consequence
6-8	1- Hour Detention
9+	Meeting with Administration & a 2-Hour Friday Detention and/or loss of extra-curricular participation on that day, and/or loss of parking privileges on school grounds, and/or loss of privileges such as Honors Release, Senior Release, possible in-school suspension. (Consequence determined during meeting with Administration)

These numbers reset at the end of the semester.

Tardy to Class

Students who are tardy to class should obtain a pass from the sending teacher. Students who arrive tardy without a pass are subject to the following:

(per semester)

- 1-5 instances Teacher Detention
- 6 + Referral to Administration

Dismissals

Parents/Guardians who wish to dismiss their son/daughter from school must provide a written note. In cases where a phone call or an e-mail is necessary, a signed written note must be submitted the following day to Excuse the dismissal. Otherwise, the dismissal will be recorded as Unexcused and:

- *any work or tests missed during those blocks will be guided by what our Attendance policy says about Unexcused absences from school and/or*
- *participation in extra-curricular activities will not be permitted.*

Credit-Only

Students who accumulate 10 or more total absences in any given class will lose the ability to earn a number grade in that class. In order to retain the number grade, students will need to make up the class time missed either after school with the teacher. Minutes must be made up outside of the student's day, and cannot be made up during study hall time. For classes which are participatory in nature, Physical Education for example, we will allow time to be made up during an academic support block.

Failure to make up the class time will result in the student earning a CO (credit only) and the lowest possible passing grade for that class will be averaged into their GPA. Students who are not passing at the end of the semester will receive their number grade.

Students are required to make up (1) hour for each block missed starting at 10 total absences.

** Students and Parents are encouraged to keep track of class absences via Infinite Campus.*

Make-Up Procedure and Guidelines

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. When absent for more than a day, students should make arrangements to gather assignments in order to return to school prepared. Students may e-mail teachers or contact the Main Office to obtain assignments. Negligence in this area will adversely affect both learning and course grade.

All missed work due to an excused absence, an excused dismissal, an excused tardy, or suspension will be made up as follows:

1. Students arriving late or being dismissed are expected to turn in all schoolwork that is due that day.
2. Upon returning to school after an absence, suspensions, each student is responsible to contact, as soon as possible, those teachers whose classes he/she missed.
3. Excused Absence of:
 - 1 to 3 consecutive days- work must be made up within three school days following the last day of absence.
 - 4-10 consecutive days- work must be made up within six days following the last day of absence.
 - Over 10 consecutive days- schedule of make-up to be developed cooperatively by all teachers involved, the student's school counselor (if necessary), and administration (if necessary).

Non-Illness Absences

1. If a student knows he/she will be absent for an extended period of time for an acceptable reason according to OTHS attendance policy, the student must obtain a “Non-Illness Absence Form” from the main office and have it signed by all her/his teachers and returned to the main office **prior to the absence**. If this is done, the absence will be treated as a regular excused absence.
These absences DO count toward their total.
2. In the event of a school-related activity (field trip), all assignments that are due the day(s) of the activity, as well as any work assigned in a class when a student is participating in that activity, are due the next class period. Any work assigned in a class when a student is participating in an activity held at school on the date of the missed class is due the next class period.
These absences DO NOT count toward their total.

Late Arrival, Early Dismissal, Alternative, Honors & Senior Release

Juniors who do not have a class either period 1 or 4 are eligible for this privilege. They must have a quarter average of 85 with no grade below an 80. Grades will be checked each ranking period. A student’s parent/legal guardian must also approve of this privilege. Students who abuse the privilege by arriving late for period 2 or remaining in the building period 4 will lose the privilege. Students must sign-in/out in the main office. Student Services will not rearrange a student’s schedule to make any student eligible for this privilege. Students who have honors release but wish to remain in the building should have a legitimate academic reason for doing so. Further, students should indicate on the sign-out form in the Main Office where they will be.

School Information:

2019-2020 RSU #34 SCHOOL CALENDAR

August 27, 2019	Grade 9 - 1st Day – “Freshman Academy”
September 3, 2019	Grades 10-12 1st Day
September 11, 2019	Open House
October 14, 2019	Indigenous Peoples Day – No School
November 11, 2019	Veteran’s Day Observed – No School
November 27-29, 2019	Thanksgiving Break – No School
Dec. 21, 2019 – Jan. 1, 2020	Holiday Break – No School
January 20, 2020	Martin Luther King Jr. Day – No School
January 21-24, 2020	Mid-Term Exams
February 17-21, 2020	Winter Break
March 8, 2020	Teacher In-Service Day – No School
April 20-24, 2020	Spring Break
May 25, 2020	Memorial Day – No School
June 10, 2020	Last Student Day*
June 11, 2020	OTHS Scholarship & Awards Night – Class of 2020
June 12, 2020	OTHS Graduation – Class of 2020

***Days missed due to inclement weather will be made up at the end of the school year.**

Philosophy and Objectives

The school unit will provide an educational environment designed to encourage each student to acquire the necessary skills and perspectives needed for a meaningful life and career. All schools will strive to encourage students to form desirable habits that are necessary for them to become responsible, informed citizens. In general, we aim to have students develop attitudes and practices necessary for satisfying, worthwhile lives.

We believe that all children must be provided equal but not identical opportunities to allow them to achieve at levels commensurate with their abilities. We believe that all students must learn in an environment, which allows them to develop positive attitudes toward themselves and genuine respect for others.

A rigorous core curriculum designed to achieve specific learning outcomes will be provided. It will be planned with the goal of creating and maintaining standards which will furnish students

with the skills necessary for success in a global society while giving them a broad educational foundation compatible with their interests, aptitudes and aims. The curriculum and graduation requirements will be regularly evaluated to ensure their continued appropriateness.

In order to achieve our goals and to implement this philosophy, we believe that all schools must secure the involvement of the community, students, staff, parents and citizens. Educational responsibility must be shared with important community institutions. We strongly believe that our school system's success depends on good rapport and cooperation with our communities and its institutions.

Philosophy and Purpose of Education

The purpose of public education is to provide all students with a series of disciplined learning experiences that will challenge them to mature and aspire to contribute to society and to experience lives that are personally meaningful in our culture. To achieve this goal, schools depend upon channels of communication. All educators and citizens should be informed and exchange ideas relating to mutual needs of community and school.

Our schools have the responsibility to recognize each student as an individual and to assist in each student's social, emotional, intellectual, physical, and cultural growth to the best of that student's ability. Each pupil should be challenged to exert some genuine effort in the acquisition of desirable skills and concepts. A significant part of this responsibility must be shared by and with the home. Indeed, our schools should provide a fundamental foundation in democratic principles by encouraging students to pursue special interest areas and by encouraging students to develop an appreciation of one's worth and respect for others. Support by the community and the local school authority is a major condition for sound program development in our school system. Imagination, industry, initiative and expertise of the professional staff are also essential factors in implementing this development.

Goals

- To provide a curriculum that, through the use of writing, speaking, listening, reading, problem solving, research, and interpretation, will promote both critical and creative thinking.
- To offer a curriculum that meets the scholastic needs of all students.
- To offer a curriculum that will meet the practical needs of the students by providing them with the skills needed for career choice, health and well-being, and life.
- To present opportunities within the curriculum that helps students to understand the role of the United States as it relates to cultures other than their own.
- To recognize our rapidly changing technological society and to review and, if necessary, adjust all school programs in an effort to address those changes.
- To encourage the implementation of various teaching methods designed to accommodate a variety of learning styles and to reevaluate and update those methods and objectives to meet the needs of the student.
- To explore an integrated approach to teaching and learning through interdisciplinary cooperation using the Learning Results as a model.
- To raise the awareness of the importance of the relationship between aspirations

and achievement and actively seek involvement in the community for raising student aspirations.

- To encourage in students an appreciating of and sensitivity to the fine arts.
- To foster in students an understanding of their civic responsibility and a respect for individual rights.
- To encourage interest in positive leisure activities.
- To foster on-going communications with feeder school systems, post-secondary institutions, and potential employers to discuss curriculum and expectations.
- To offer an extra-curricular and co-curricular program designed to complement and enhance the school's philosophy.
- To nurture a mutual feeling of respect among students, parents, faculty, school staff, administration, and community.
- To foster an awareness and understanding of cultural, social, and economic problems that create barriers to learning.
- To provide a clean, safe, and pleasant atmosphere conducive to work and learning.
- To motivate students to become life-long learners.

Accreditation Statement

Old Town High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association.

Old Town High School completed their decennial accreditation in the fall of 2012.

COMMISSION OF PUBLIC SCHOOLS
NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES
209 BURLINGTON ROAD, BEDFORD, MA 01730-1433 (617)
271-0022

Bell Schedule for 2019-2020

1st Bus Run (Morning UTC, Intervention, Others who need it)
2nd Bus Run (Most OTHS Students)
7:30 – 8:25 *AM COYOTE PERIOD – (Transportation Available)*

Monday, Tuesday, Thursday, Friday

8:25 Warning Bell
8:30 – 9:20 PERIOD 1
9:20 – 9:24 passing
9:24 – 10:14 PERIOD 2
10:14 – 10:18 passing
10:18 - 11:08 PERIOD 3
11:08 – 11:12 passing
11:12 – 12:26 PERIOD 4
11:12 – 11:32 – Lunch A
11:37 – 11:57 – Lunch B
12:06 – 12:26 – Lunch C
12:26 – 12:30 passing
12:30– 1:20 PERIOD 5
1:20 – 1:24 passing
1:24 - 2:14 PERIOD 6
2:14 – 2:18 passing
2:18 – 3:05 ACADEMIC FOCUS

Wednesdays

8:25 Warning Bell
8:30 - 9:45 BLOCK 1 (75)
9:45 - 9:49 passing
9:49 - 11:04 BLOCK 2 (75)
11:04 - 11:08 passing
11:08 - 12:43 BLOCK 3/lunch (75)
1108 - 11:28 – Lunch A
11:50 - 12:10 – Lunch B
12:23 - 12:43 – Lunch C
12:43 - 12:47 passing
12:47 - 2:07 BLOCK 4 (80)
2:11 - 3:05 ACADEMIC FOCUS

Academic Support Block - Rules and Expectations

Academic Support Block is an opportunity for students to work on academic material, and should not be seen as free time.

In line with the above premise, the following rules and regulations are necessary to insure the proper atmosphere.

1. Students are to arrive at ASB on time, with all necessary study materials.
2. The supervising teacher may assign students a seat.
3. Students may not leave the ASB area to obtain a pass. Those arrangements with teachers/staff need to be planned in advance. Those students who have passes to leave ASB will be called up at the appropriate time to sign out.
4. Once all students with passes have been accommodated, other students who wish to sign out to the Library will be called.
5. It is expected that students remaining in ASB will be in their seat, reading and/or doing homework. Students should come to ASB with sufficient work to keep them busy for the entire period. Students will NOT be allowed to play games, or cards during ASB. Students may NOT use cell phones, unless the ASB supervisor determines that the use is for educational purposes.
6. Students are reminded that the supervising teacher sets the climate and expectations. Non-compliance with the supervising teacher's expectations will result in detention and/or an office referral.

Activities, School Supervised

All school-sponsored activities, including those scheduled beyond traditional school hours, whether located on Old Town High School property, another school, or another non-school location, are governed by the same rules and expectations that apply within Old Town High School. Any student who does not wish to comply with the standards as set by the school may be dismissed from further activity at or in extracurricular activities. Failure to fully meet their responsibilities in terms of cooperation, behavior, and conduct will result in serious disciplinary action upon return to Old Town High School.

Adult Education Procedure

Old Town School High has adopted the following comprehensive Adult Education Procedure:

1. All students who plan to receive a diploma from the Adult Education program must earn the same number of credits as necessary for day school students, based on the original date of graduation. Students must earn 22 credits.
2. Priority for entry into the program will be given to adults 18 years of age or older. Students must have achieved senior status to be considered for the program. Day students at Old Town High School will only be allowed to take Adult Education courses for credit towards an Old Town High School diploma in the event that

they have failed a day school class and must make up the credit before graduation.

3. The registration of all day school students to the Adult Education program requires the approval of a parent/guardian, the Adult Education Director, a guidance counselor, the principal, and the Superintendent of Schools.
4. Students will earn (.5) high school credit for each course completed with a passing grade through the Adult Education program. A maximum of two (2) Adult Education credits will be allowed for graduation from day school.

Before School Procedures

The building will be officially open to students each morning at **7:30 a.m.** Students who arrive at this time – will report to either the cafeteria or the library for a quieter work space until **8:10am**. This time is known as “*Coyote Period.*”

Once the **8:10am** bell rings, students may move about the entire building and prepare for their first class of the day. The “warning bell” will ring at **8:25am**, giving students (5) minutes to get to their first class – which begins promptly at **8:30am**. Students who report to their first class after **8:30am** will be marked ***Tardy***.

Cafeteria and Lunch Periods

All students are responsible for cleaning up after themselves and being courteous to and responsive to the requests of lunch monitors. Trays should not leave the cafeteria.

Care of Building and School Property

Students should take pride in the school and its facilities and do their part to try to keep it looking neat and clean at all times. Students who intentionally destroy or vandalize school property will be held **financially** responsible for cleanup, repairs, or replacement. Anyone who wishes to report acts of vandalism can do so to any staff member in a confidential manner.

Any books or equipment lost or damaged by a student will be paid for by the student before any credits for the year are recorded.

The schedule for payment will be:

New.....full Price
Good..... 60% of full price
Fair..... 40% of full price
Poor..... 20% of full price

Cell Phones and Electronic Devices

Cell phones and electronic devices are permissible under the following circumstances only:

- 1) Cell phones may be used during regular passing of classes to text, check texts, but

- not to make a call.
- 2) Lunch periods are allowed, but again not to make a call.
 - 3) Cell phones are **NOT** allowed during study halls.

Cell phones and electronic devices are permissible with teacher discretion during class time - if the use is for educational purposes.

Cell phones may not be used to record (audio and/or visual) classroom activities, teachers or other students during classes without teacher permission.

Students who cannot abide by these basic expectations will have their electronic device taken away from them by a faculty member who observed the infraction; it will be kept in the main office until the end of the school day.

1st offense will be loss of the phone for the day

2nd offense is an office detention

3rd and subsequent offenses parents must pick up the phone at the end of the day.

Students who refuse to give up their phone or electronic device when asked will be suspended for 2 days.

Laptops and any device capable of internet access must be registered with the IT department prior to being used at school.

Cheating and Plagiarism

Cheating and Plagiarism: Students should be aware that plagiarism, cheating, or enabling cheating severely affects their reputation, the ability of staff to provide recommendations for post-secondary opportunities, and the student's selection for school awards and honors. Any student found to be cheating, enabling cheating, or plagiarizing shall be given a zero in place of work. The matter will be reported to parents and to administration for *possible* consequences. These consequences will differ based on the nature of the infraction (e.g., sloppy citation, sharing your work for another to copy, presenting another's work as your own), and will increase for repeated infractions. Consequences may include, e.g., required academic interventions, loss of credit, suspension, or (for repeated academic theft) expulsion from school.

Communication with Teachers

Parents are encouraged to take an active role in their child's education and are encouraged to initiate dialogue with teachers via phone or e-mail. Immediate replies may not be possible due to teachers' class/meeting schedules and professional development obligations outside of the building.

To contact a staff member by email firstname.lastname@rsu34.org

All staff members are listed on the school website at www.rsu34.org

Conduct

1. Students are not permitted in the building after 3:00 p.m. or weekends unless under the **direct** supervision of a faculty member or coach.
2. Students must not open windows or adjust shades without the permission of the teacher in charge of the room.
3. Students must not move desks or furniture without permission.
4. Throwing snow is not allowed anywhere on school grounds.
5. There should not be any running, pushing, or general horseplay at any time in the building.

Conduct on Buses

Students are to conduct themselves in a proper manner going to and from school. Conduct on school buses is under the direct supervision of the driver and any student causing a problem may lose the privilege of having bus transportation.

Courses Outside of Old Town High School

1. Core courses required for graduation at Old Town High School must be taken at Old Town High School, with the exception of credits previously earned by transfer students. Credits for electives or classes previously failed may be earned through approved correspondence school courses, Adult Education, summer PLATO school, or other approved out-of-school experiences. All such credits must have prior approval of the Principal.
2. All credits for university courses must have prior approval of the Principal or the Assistant Principal of Academics. Students will receive (1.0) high school credit for each university course completed with a passing grade. The letter grade earned will appear on the transcript, but will not calculate into the GPA. These courses may not be used for required credits – unless part of an approved program designed by a student’s school counselor and approved by the Principal.

Students are required to be enrolled in the equivalent of 6 **full-time subjects** unless a special program is arranged by the Student Services department and approved by the principal.

A person taking a course previously failed will receive credit if passed and will have both grades used in figuring scholastic averages.

A person taking a course that previously was taken for credit and passed may repeat the course for no credit. However, the grades received will not be included in the figuring of scholastic averages.

Discipline

Old Town High School's policies, rules and regulations need to be followed consistently in order to establish and maintain an organized and safe school setting. Individual teachers also have discipline plans that are discussed and posted in their classrooms. Proper student behavior is the responsibility of parents/family, students, and the school. When violations occur, our consequences range from detention for minor infractions to suspensions or expulsions for more serious offenses.

Please note that offenses such as fighting, verbal abuse of teachers, harassment of other students, use of tobacco products, and drug or alcohol violations will likely result in an immediate suspension from school.

Final decisions on disciplinary action belongs to the administration of Old Town High School.

Detention

Teachers may assign (teacher monitored) detentions Monday through Friday. The length of time will be determined by the teacher, and will be used for minor offenses, which occur in the classroom and do not need the intervention of administration.

Infractions that go beyond the minor routine offenses deemed for teacher assigned detentions will result in a referral to Administration, which may include an office detention after school or a 2-hour Friday afternoon detention.

Students who are assigned an Administrative detention and decide to skip it will be suspended.

General Expectations for Friday Afternoon Detentions or In-School Suspensions

1. Students must bring study material to detention and be actively involved in study for the entire detention period. Students must be doing homework, reading, writing, or drawing something productive during detention hall. Sleeping is not permitted.
2. Students are to be seated where the assigned supervising teacher has designated.
3. No coats, hats, outerwear, food, or drink is allowed in detention.
4. Electronic devices are not permitted.

For Friday afternoon detentions, transportation is the responsibility of the student.

Students who fail to abide by the established expectations for detentions or in-school suspensions will be removed immediately and will face further consequences.

In-School Suspension

For some less serious infractions, the administration may decide to assign an in-school

suspension. During an in-school suspension, students are allowed to attend school, but do not attend their regular classes. Instead, they are assigned to be in small group study hall classes throughout the day.

Suspension

Suspensions are given to students for serious infractions of school rules, and serve one of three purposes:

1. to serve as a consequence for unacceptable behavior
2. to provide a cooling off period for individuals in an altercation
3. to allow a waiting period for subsequent action such as a parent conference, or due process for expulsion.

Suspensions may be up to 10 days, and can only be issued by the administration of Old Town High School. Students will always be given due process – which includes:

1. An opportunity to hear the charge against them
2. A presentation of the evidence against them
3. An opportunity to present their side of the story

Every effort will be made to notify the parent/guardian by phone immediately. In the event that a parent or guardian cannot be reached by phone, a letter will be sent to the home address of the student.

Students will be given the same number of days to make up missed work. Students who are suspended may not attend any event at Old Town High School or involving Old Town High School at another location during those suspended dates. Suspended students may not be on school grounds.

Diversity

We believe that diversity of thought and being is essential to the strength and richness of our society. The Old Town School system will provide all staff and students with the opportunity to pursue their academic and social endeavors in an environment free from verbal and physical intimidation. We stand firm in the belief that each individual must be accorded the respect and fair treatment deserved by all members of the human community.

Objectives

Students and staff shall demonstrate a responsibility to the above philosophy by displaying on a daily basis:

1. A personal integrity and honesty rooted in respect for the truth, intellectual curiosity, and love for learning.
2. A sense of duty to self, family, school, and community.
3. Self-esteem rooted in the recognition of one's potential.
4. A respect for the rights of all persons regardless of their race, religion, ancestry or national origin, gender, sexual preference, age, physical condition, marital status, or mental state.
5. A recognition of the rights of others to hold and express differing views,

- combined with the capacity to make discriminating judgments among competing opinions.
6. A commitment to the principles of justice and fair play.
 7. An ability to deal with differing views by focusing on the views and not the person.
 8. A disposition of understanding, sympathy, concern, and compassion for others.
 9. A commitment to not engage in any verbal discourse that would project a negative stereotype about others whether in their presence or not.
 10. A willingness to take full responsibility for one's own actions and encourage others to do the same.

It is the policy of the Old Town School Department to ensure equal employment/ educational opportunities/affirmative action regardless of race, sex, color, national origin, martial status, religion, age, or disability in accordance with all federal and state legislation. Old Town will fully comply with section 504 of the Rehabilitation Act of 1973, Title IX, and the Americans with Disabilities Act of 1990 and intends not to discriminate on the basis of disability in any of its employment practices or educational programs.

Inquiries may be made or grievance initiated by contacting Scott Gordon, Affirmative Action Officer.

Mr. Gordon can be contacted at Old Town High School, 203 Stillwater Ave, Old Town, Maine 04468.

It is the policy of our school district that all our employees and students should be able to enjoy a work and learning environment free from all forms of discrimination, including sexual harassment. It is expressly against school board policy for any employee or students to make unwelcome sexual advancements or requests for sexual favors, or to engage in any other physical or verbal conduct of a sexual nature when (1) submission to such conduct is made an express or implicit condition of employment or educational benefit; of (2) submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting the individuals who submits or rejects; or (3) such conduct has the purpose or effect of interfering with an employee's or students' work performance or creates an intimidating, hostile, or offensive working or educational environment. Conduct that is harassing to other employees or students will not be tolerated. Such conduct, whether committed by supervisors, non-supervisory personnel, non-employees, or students is prohibited. An employee or student who believes that he or she has been or is being subjected to harassing acts or conduct should bring such acts or conduct to the prompt attention of his/her principal, supervisor, Superintendent of Schools, or the Affirmative Action Officer who will follow the Affirmative Action process.

The Office for Civil Rights of the U.S. Department of Education is located in Boston.

Their address is:

U.S. Department of Education
Office of Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-149

Dress Code

The Old Town School Board recognizes that the responsibility for the dress and appearance of students rests primarily with individual students and their parent(s) and guardian(s). The Board will not interfere with this responsibility unless the personal choices of students create a disruptive influence on the school program, cause a serious distraction to the learning environment, or affect the health and safety of student(s). It is also expected that clothes meet a reasonable standard of cleanliness. Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. Building administrators shall have discretion on appropriate apparel based on the action of the student. In keeping with the goal of the school to provide a safe, healthy, and non-discriminatory environment, the following restrictions on dress will be enforced on school grounds, at school functions, or on school sponsored transportation:

- A. Articles of clothing that promote the use of tobacco, alcohol, or other illegal activity may not be worn.
- B. Articles of clothing with displays that are sexual, vulgar, lewd, indecent, or include insulting words or gestures are not permitted.
- C. Articles of clothing with displays that are racially inflammatory or violate the school Board's discrimination or harassment policies are not permitted.
- D. Accessories that could pose a safety hazard to others or themselves or that could be used in a destructive manner are not allowed. This includes but is not limited to heavy chains, chokers, spiked or studded jewelry. Sunglasses are not to be worn in school unless prescribed by a physician.
- E. Gang-related apparel, including insignias, colors, mottos, or symbols, is considered inappropriate for school attire and is prohibited.
- F. Clothing worn in such a manner as to reveal underwear or bare skin between the upper chest and mid thigh is not permitted. Clothing not permitted would include, but not be limited to, one-shoulder shirts, low-cut tops, spaghetti straps, halters, midriff tops, see-through clothing, very short skirts, very short shorts, tank tops and muscle shirts.
- G. Tattoos that violate any of the provisions of the student dress code must be covered at all times in school and at school sponsored activities.
- H. Students must wear shoes (sneakers, sandals, etc.) at all times.

The school Board may require special clothing for health and safety reasons for students participating in special academic activities – including science laboratories, physical education, and certain extra curricular activities.

Administrative Procedure for students in violation of this policy:

- A. Students, staff, and visitors are expected to comply with dress code expectations. If a student does not meet dress code guidelines, they will not be permitted in class until appropriate clothing is secured and/or all body parts are covered.
- B. Repeated violations of the dress code will result in further disciplinary action, i.e. detention, suspension.

Hats

Hats, bandanas, stockings, hoods or other types of head coverings are not to be worn in the building until after 2:40 p.m. unless prescribed by a physician. The removal of one's hat indicates a show of respect for Old Town High School and all members of the school community. Hats are to be removed upon entering the school in the morning and not put on again until the end of the school day.

Final and Midterm Exams

Final examinations are held at the conclusion of the semester course. Second and fourth quarter exams will weigh 10% of the semester grade.

Evacuation Drills

1. The alarm is a continual blast of a horn and flashing lights.
2. Exit directions are posted at the front of each room.
3. At the sound of the alarm, all students are to immediately evacuate the building in an orderly manner via the designated exit. These drills will be practiced (4) times during the school year.

Gambling, Playing Cards, Computer based games

Students are prohibited from gambling, participating in games of chance, or playing cards from 7:30 a.m. to 2:40 p.m. on school grounds.

Hall Passes

When classes are in session, no student is to leave a room without a hall pass. This is a basic expectation for all students and will be enforced by all staff members.

Harassment

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

Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in Board policy JICIA – Weapons, Violence and School Safety.

Illness at School

Any student who becomes ill at school should report this information to their teacher who will make sure that they see our school nurse. After seeing the school nurse, she will contact the parents and make a determination with them about whether the student is able to stay at school or go home.

Inappropriate/Offensive Language

Language that is considered vulgar or derogatory will not be tolerated at Old Town High School. Students should remember that upon entering the school, they will be held to high expectations for conduct and behavior. Foul language has no place in school or at

school sponsored events, and reflects poorly on the person using it and also our school. Threatening language, directed at another student or a staff member, will be dealt with very seriously, up to and including suspension and involvement of the Old Town Police Department.

Insurance

School accident insurance is available for all students at a very reasonable cost. This insures against accidents during school time, school activities, and including traveling directly to and from home. The school does not have insurance to cover accidents under these circumstances. A 24-hour coverage for the full year is also available to students. All students are strongly urged to take full advantage of this low-cost insurance. Information is available in the main office.

Library

Library Mission Statement: The Old Town High School Library's mission is to create a library environment where students can successfully find information and ideas for their educational and recreational needs. The library provides access to resources, both physically and virtually, that support the curriculum and ensure that students become life-long learners and develop the information literacy skills necessary to be successful in the 21st century.

- Students may come to the library from Academic Support Block *with a pass* from the librarian.
- Teachers may write a pass for students to go to the library from other classes – to get materials only.
- The library may be closed certain periods to accommodate classes doing research or working on projects.
- Students are allowed to eat and drink in the library as long as they keep the library clean.
- Students must be “Tagged” to use the library during Academic Focus – for legitimate academic reasons.
- Students may use electronic devices appropriately in the library
- Students may lose library privileges for misbehavior.

Lockers

Lockers should be kept in a neat and clean condition at all times and should be kept locked at all times with the lock ***provided by the school***. The only student using a locker should be the one who is assigned that locker. The exterior of lockers should be kept free of posted material; students are to refrain from posting items in their lockers that are not appropriate for school or in good taste, such as drug or alcohol related material. Students will be held financially responsible for any damage done to lockers and may lose the privilege of being issued a locker. Any student found to have willfully caused damage to another individual's or school property or found to have been involved with the theft of personal or school property may be subject to a suspension of up to 10 school days. Any situation that may have a basis for legal action will also be referred to the Old Town Police Department. Students who lose their lock will be charged \$5 for a new one. All school lockers are the property of Old Town High School, and the Administration reserves the right to search lockers at any time.

Locker, Student, and Automobile Searches

The law concerning students' lockers states that, "although a student may exercise exclusive control of his/her locker concerning access by fellow students, the control is not exclusive against the school and its officials." The law further states that, "the school has a right to inspect student lockers to protect the health, safety, and welfare of pupils." For those reasons, searches of lockers are conducted on a regular basis at Old Town High School. This should also be understood to mean that a student or automobile may be searched if reasonable grounds exist to maintain and protect the health, safety, and welfare of pupils.

Loitering on School Property

The RSU 34 School Board desires to maintain a safe and orderly environment for staff, students, and property in and/or around all schools. To guarantee such an environment, the following standards have been established and will be in effect between 7:30 a.m. and 3:30 p.m. on school days and /or during times that regularly scheduled school activities occur:

1. All visitors that enter school buildings are to report directly to the main office.
2. There shall be no loitering on school property, or in/around vehicles.
3. After 3:30 p.m. students will not be in the building or on school grounds unless they are on official school business.
4. If a student is waiting for a practice or a meeting to begin after 3:00, they have the following options:
 - A. They may sit quietly in the lobby
 - B. They may find a teacher who is willing to allow them to work in their room
5. Students with alternative schedules who wish to remain at school must notify the Main Office that they are in the building, why they are in the building and where they will be.

Lost and Found

The school maintains a lost and found box under the stair well in the main lobby. Anyone finding or losing articles should consider checking there first. All students are advised not to bring large sums of money and certainly not to leave money or other valuables in unsecured locations. **The school will not be responsible for money or other valuables lost or stolen.**

Medical Excuses from Physical Education

Occasionally, it becomes necessary for a student to be excused from the physical aspects of physical education classes because of medical reasons. Students who need to miss more than one class per week will need a note from a medical professional excusing them from participating in P.E. activities. Written parental excuses will **not** be accepted for consecutive class days.

Students who will miss more than three consecutive class days due to illness, absence, and/or injury will be assigned a written report on a related physical education/health

topic. Furthermore, any student who will miss more than 10 consecutive classes due to injury may be removed from P.E. for the remainder of the semester and/or school year, if necessary.

Medication Use

Old Town High School discourages the administering of medications on school premises. The administration of medications, including both prescription (requiring physician/dentist order) and/ or over-the-counter (non-prescription) medications, to a student during school hours will be permitted only when failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if the medication were not made available during school hours. If medication must be given to the student during school hours, the following procedures will be followed.

Parental Responsibility

It is the responsibility of the parent/guardian to:

- Give the first dose of a new medication at home
- Request a medication permission form from the school's Main Office or the Nurse's Office, and complete the form prior to medication administration. Complete one medication permission form for each medication.
- Deliver the medication to the Main Office or the Nurse's Office at school, in its original container with the original label attached to it. Health prescribed medications must also have the pharmacy prescription label affixed to it. In the event that the above medication transportation to school is not practical, the parent must contact the school to make alternate arrangements.
- Provide no more than a 20 day (one month) supply of medication to school, excluding inhalers and epinephrine pens (Epi-pens). **EXCEPTION:** no more than a 5-day (one week) supply shall be kept at school for medications regulated by the Federal Narcotics Act .
- Complete new medication forms if there is a change in the health care provider (HCP) order.
- Inform the school nurse of changes in the student's health status and/or if the medication has been discontinued.

Medication Permission Form

- The medication permission form includes the HCP order: stating the student name, medication name, dose, route, time intervals for administration, special instructions if necessary, name and signature of the health care provider.
- The medication permission form, for BOTH physician prescribed and/or over-the-counter medications that will be given for more than 15 days, must be signed by BOTH the HCP and the parent/guardian. One exception to this is Tylenol (Acetaminophen) administration (see 'below)
- Medication permission forms are valid for the current school year only.
- A new medication permission form will need to be completed by the parent and

HCP if there is a change in the medication order. The label must also be the same as the new medication order.

Administration of Medication

- Students requiring medication are to report to the Main Office.
- The school nurse and/or unlicensed trained personnel only will administer medications.
- Tylenol (Regular Strength) administration: A medication permission form specifically, for Tylenol only must be completed prior to administration. The parent signature only is required; the school physician has authorized Tylenol use for students. The school provides Tylenol.
- Inhalers and Epi-Pens may be carried by students according to Maine State Law, after demonstrating appropriate use to the school nurse. Medication permission forms must be signed.
- School does NOT provide additional epi-pens. The student must have their epi-pen for field trips, outdoor school activities/classes, and during warmer weather as windows may be open.
- Staff members may be provided with information regarding medication and its administration as it may be in the student's best interest.
- Sharing, borrowing or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

No School Announcement

School cancellations are publicized by the Bangor area television and radio stations as well as the school website www.rsu34.org. The Superintendent of Schools will also do an automated phone call to the parents of each student to inform them of the plan for the day.

Physical Education Changing Policy:

All P.E. students will be **required** to have a complete change of clothing for each Physical Education class. This means a change of shirt and either athletic type pants or shorts to wear that were **not** what the student wore to school that day. In addition, students must have a pair of athletic shoes to wear during class (sneakers). If a student does not meet these requirements, they may still participate in the class, provided they have the proper footwear, however, their daily participation grade will be no higher than a 75. If the student does not have sneakers, they may not participate in class and will receive a daily grade of 0.

Along with the above policy, the following consequences will apply on a quarterly basis:

*Upon the 4th Offense, a student will only earn a maximum grade of '70' for the class, provided they participate AND have appropriate footwear.

Otherwise, the daily grade is a zero.

Each new quarter, the student starts fresh again with no penalties against them.

Progress Reports

Progress reports will be *available* to students approximately midway through each quarter. They are available via Infinite Campus, and **mailed only upon request**. Comments may accompany certain grades and are intended to communicate to the student and parents the student's approximate average and noteworthy trends.

Report Cards

Report cards will be mailed to student's home within a few days of the closing of each ranking period. The closing dates for those quarter grades are as follows:

Ranking Periods 2019-2020

End of 1st Quarter November 3rd
End of 2nd QuarterJanuary 25th
End of 3rd Quarter..... April 5th
End of 4th Quarter..... June 10th

School Nurse

The school nurse is available to assist with the well-being, health, and safety of students. The clinic hours will be posted on the nurse's clinic door. Students who become ill or injured should report to their teacher immediately, and they will make sure that the student gets a hall pass to see the school nurse. The school nurse will contact the parent if necessary and make the determination about the student's ability to stay at school or go home.

Solicitation

Solicitation of any kind cannot be made by any class, club, or student without the approval of the office. A request for solicitation must be made in writing to the principal. Any materials posted without permission will be removed immediately.

Student Parking Regulations

Driving a vehicle to school is a convenience for students and parents alike, however, it is a privilege. As such, drivers should be very aware of the following expectations so that they may continue to enjoy this privilege.

1. Vehicles are to be parked only in the assigned areas in designated parking spaces. Under no circumstances are students to park vehicles around the "circle drive", behind the school, on grass or dirt areas, or in the faculty lot.
2. Seniors may park in the designated "senior parking lot"; all others must park in the lower parking lot.
3. Students parking in restricted areas risk losing parking privileges.
4. Students are not to remain in parked cars in the schoolyard and are not to be

around the parking area nor enter any cars from the time they arrive at school until they have been dismissed from school at the close of the school day. Cars are off-limits during lunch. Anyone who needs to enter a vehicle during school hours needs to obtain permission from the office.

5. Anyone speeding or driving a vehicle on the school grounds in a dangerous or irresponsible fashion shall be restricted from driving on the grounds for an extended period.
6. Students may not drive to UTC unless special permission is granted by the UTC teacher and the Main Office at OTHS.
7. Students leaving school property in their vehicle will lose driving privileges for a period of time.
8. Registration of your car must be completed in the Main Office by the end of the first day you bring your car to school - you will then be issued an OTHS Parking Tag. You will keep this same tag until you graduate from OTHS. Should you lose your parking tag, another one will be issued free of charge. After this if you need a third tag, you will be charged a \$2.00 fee.

Failure to comply with registration and to park in areas designated for students will result in disciplinary action up to and including loss of driving privileges or towing of vehicles.

Student Services:

The philosophy of the Old Town Student Services Department is that our counselors are educators whose efforts and skills seek to promote self-awareness and self-fulfillment in the lives of all students. Our comprehensive program is coordinated and so designed that it meets the needs of individuals at each stage of development. As professional counselors, we endeavor to meet the individual student's needs whether it is an educational career, or personal situation. We believe this helps young people grow and mature as persons so that they can live successfully in an ever-changing world.

Counseling is the heart of our program. This includes working with parents, teachers, administrators, and outside professionals when appropriate. All students are assigned a counselor who will schedule them for a conference:

Freshmen to discuss transition from 8th grade to 9th grade and any concerns.

Sophomores to get acquainted and to discuss their academic and career goals.

Juniors to take a look at future plans and arrange visits to places of employment and to colleges.

Seniors to finalize and implement plans for after graduation. In addition to these conferences students are encouraged to visit their school counselor whenever they have a need. Informational materials are readily available on employment, personal concerns, schools and colleges, the armed services, testing, and scholarships.

School Counselors are available every school day and some evenings for special programs. To save time it is best that students pick up a pass or that parents phone for

an appointment ahead of time.

The School Counselors in the Old Town Student Services Department believe it is important to plan realistically, not only for today but also through the high school years and beyond. It is important that all young persons seek out and develop their potential that they may create a rewarding and satisfying life for themselves and can make a positive contribution to their world as well.

Students are assigned a School Counselor based on the beginning letter of their last name

A-K	Kim Ketch
L-Z	Jami Martell

Substance Abuse

Please refer to Board Policies regarding students who are under the influence of, dispensing or selling, or in possession of drugs or alcohol on school grounds.

Tampering with safety equipment

Equipment such as fire alarms, fire extinguishers, first aid kits, AED, eyewash stations, and drench showers are located throughout the building for use in emergencies.

Tampering with this or other safety equipment in non-emergency situations is a serious infraction which places those who may need such equipment in danger; students who compromise the safety of others will be referred to the office for immediate disciplinary action.

Telephone Calls

A telephone is located next to the main office for use by **permission only**. Students will not be called to the office telephone to receive a call during class periods except in cases of emergency. The office telephone is for office and emergency use only. Students are not to request to be released from study halls or classes to use the telephone except in case of an emergency. Students are not allowed to make calls on their cell phones during the school day.

Valuables

As indicated in other places of this document; we suggest that students do not bring valuables or large sums of money to school. Students who choose not to heed this warning, do so at their own risk. Old Town High School and RSU 34 will not be held liable if such items are lost, stolen or damaged.

Visitors

Visitors will not be permitted during school hours.

Withdrawal from School

All withdrawals from school must be processed by the Student Services Department with final approval given by the administration.

Selected School Board Policies

(To find all RSU 34 School Board policies in their entirety, please visit our web-site at: www.rsu34.org)

GRADUATION REQUIREMENTS - IKF

Before entering high school, students need to know the standards for attaining a high school diploma in order to plan an appropriate and sequential educational program to meet that goal.

The Superintendent, through the high school principal or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students and their parents prior to the start of their ninth-grade school year. A copy of this policy will be disseminated to all incoming ninth grade students at the time of course selection. This policy will also be included in every edition of the high school student handbook.

The RSU #34 Board of Directors has approved this schedule of minimum requirements for graduation, which includes minimum requirements specified by the State. The Board is aware that current law and regulations are subject to change.

The Board expects the Superintendent/designee to inform students and parents as soon as practicable of any additional State-imposed standards that must be met before students may be awarded a high school diploma.

I. ACADEMIC REQUIREMENTS FOR STUDENTS' GRADUATION FROM OLD TOWN HIGH SCHOOL

A. The student must successfully complete a total of 22 credits. Of these credits, 12 1/2 (twelve and one-half) must be those specified by the State of Maine. They are:

1. English/language arts—4 credits;

2. Mathematics—2 credits;

3. Social studies and history, including one year of American history and government—2 credits;

4. Science, including at least one year of laboratory study–2 credits;
5. Fine arts, which may include art, music, forensics or drama–1 credit;
6. Health–1/2 credit; and
7. Physical education–1 credit.

B. The State also requires that students demonstrate computer skills according to the school unit’s standards for computer literacy, proficiency, and performance.

Code: IKF Page 2 of 7

C. In addition to the State requirements, the student must meet the following graduation requirements established by the Board:

1. Math–1 additional credit;
2. Science–1 additional credit;
3. Social Studies and History–1 additional credit;
4. Health–1/2 additional credit;

D. The remaining credits may be selected by the student based upon the student’s interests, abilities, and the requirements of the field that the student plans to enter upon graduation.

II. ALTERNATIVE METHODS OF EARNING CREDITS

Students may, with permission, use alternative means to earn credits. This need may exist because of different academic needs than the typical student, previously failed courses, etc. A student who wishes to meet a credit requirement through an alternative method must have prior written approval as specified in this section. The student may participate in the next regular graduation ceremony following successful completion of the requirements.

A. A student may obtain credits for required classes previously failed through the RSU #34 Adult Education Program, summer school, approved virtual/distance learning courses, approved correspondence courses, or other approved alternative experiences. The student must have prior written approval from the Guidance Counselor and Principal. A maximum of two (2) credits for required classes previously failed may be made up through these alternative methods.

B. A student may earn credits for electives through summer school, approved

virtual/distance learning, approved correspondence courses or other alternative experiences. The student must obtain prior written approval from the Guidance Counselor and Principal.

Code: IKF Page 3 of 7

C. Students with significantly advanced academic needs that cannot be met through existing Old Town High School programs, including Advanced Placement (AP courses), may earn credits through postsecondary courses, approved virtual/distance learning courses, approved correspondence courses, and /or supervised independent study. The student must have prior written approval of Gifted and Talented Services staff, the Assistant Principal for Academics, and the Principal. Some examples of justification include:

1. A student who enters into a particular academic subject one or more years ahead of their grade peers, or 2. A student who has completed the Advanced Placement courses offered at OTHS in a particular academic subject prior to their senior year.

D. A student may earn credits at eligible postsecondary institutions within Maine in accordance with the Board's policy IHADA, Postsecondary Enrollment Options.

E. Proficiency-Based Credits

1. A student may obtain required or elective credit(s) for a carefully developed atypical learning experience, such as an internship, independent, or alternative education experience, provided that the experience yields proficiency of learning standards comparable to those in a typical OTHS course. This determination of comparability shall be made by the Assistant Principal for Academics, OTHS Principal, and a faculty member certified in the subject area. Prior written approval and post-experience approval must be obtained, and documentation of efforts shall be the responsibility of the student.

III. ADDITIONAL CONSIDERATIONS APPLICABLE TO THE AWARDING OF A DIPLOMA FROM OLD TOWN HIGH SCHOOL

A. Transfer Students

1. For students who transfer to Old Town High School from another state or from an educational program that is not required to be aligned with the content standards of the system of Learning Results, the Old Town High School Principal shall determine the value of the student's prior educational experience towards meeting graduation requirements.

B. Home-Schooled Students

1. For home-schooled students wishing to receive a diploma from Old Town High School, the Old Town High School Principal shall determine the value of the

student's prior educational experience toward meeting graduation credit requirements. A home-schooled student must have been enrolled at Old Town High School for their senior year and have earned a minimum of fourteen (14) Old Town High School credits

C. Students Receiving Special Education Services

1. Students who successfully meet the content standards of the Learning Results, as specified in the goals and objectives of their Individualized Education Plans (IEP), will be awarded diplomas.

D. Delayed Awarding of Diplomas

1. A student who leaves Old Town High School to attend an accredited, degree-granting institution of higher education may, upon satisfactory completion of the freshman year, be awarded a high school diploma, provided that the student has notified the principal at the time of the early admission.

E. Early Awarding of Diplomas

1. A student who has met the State's and the Board's diploma requirements in fewer than four years of high school may be awarded a diploma.

F. Extended Study

1. Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students eligible for extended years of study may be referred to adult education or other resources suitable to young learners. Extended study for students with disabilities shall be specified in the student's Individualized Education Plan.

G. Certificate of Completion

1. The Board may provide a certificate of completion to a student who leaves school having completed four years attendance as a full-time high school student and who has earned the required credits but has not met Learning Results proficiency standards that may be mandated by the State. 2. The Board may provide a certificate of completion to a student who leaves school having completed four years of attendance as a full time high school student and who has not earned the required credits but has met his/her Individual Educational Plan goals.

H. Participation in Graduation Ceremonies

1. All students will be assessed at the end of their seventh (7th) semester or the mid-point of their senior year to determine if it is numerically possible to complete the necessary requirements for graduation by the end of the eighth (8th) semester or end of the senior year. If it is determined that it is possible to complete the necessary

requirements, the student shall be allowed to participate in graduation. Students allowed to participate but who fail to meet graduation requirements shall not be awarded a diploma until all requirements are met.

I. Honors and Awards at Graduation

1. Honor parts and awards at graduation will be determined after the students' seventh semester. The weighted GPA will be used to determine class rank and honors parts. Classes will be weighted such that AP classes will be weighted 10% while honors classes will be weighted 6%. Both the weighted and un-weighted GPA will appear on the transcript. All honors parts will be determined using the weighted GPA.

2. Only classes from the fall of 2012 forward will be weighted.

3. Credits earned outside of Old Town High School and/or its

instructional program will not be calculated in a student's grade point average (GPA) or class rank for the purpose of determining honor parts, awards, or scholarships at graduation unless the student has transferred from another high school and grades can be converted to a numerical system. Also, in the case of approved credits (for the 16 required non- elective credits) earned in accordance with Section II, paragraph C or D, grades submitted in a numerical form based on a 0-100 scale will be calculated into the student's GPA

IV. OLD TOWN HIGH SCHOOL HONORS DIPLOMA

A. Students may earn an OTHS Honors Diploma by meeting all normal State and Board graduation requirements, and additional requirements. B. General statement: In all cases, the requirements below may overlap with normal diploma requirements, requirements of other programs within OTHS, or efforts outside OTHS. Examples:

1. Completing a seminar focused on a STEM topic would satisfy a requirement for both the OTHS Honors Diploma and the OTHS STEM Leaders Diploma. 2. Completing a service project for an outside group (e.g. Boy Scouts, Girl Scouts) may meet the service project criteria for the OTHS Honors Diploma, and may additionally meet the service project criteria for the OTHS STEM Leaders Diploma if the project is STEM focused.

C. Honors Diploma Committee

1. The Honors Diploma Committee is charged with implementation of this diploma program, and interpretation of these requirements. The committee shall include the following staff as *ex officio* members:

- . a) RSU #34 Director of Curriculum, Instruction, and Assessment
- . b) OTHS Principal
- . c) OTHS Assistant Principal for Academics

2. The Committee may, at its option, form an Advisory Council to bring other stakeholders (e.g., businesses, post-secondary institutions) into the development and implementation of the Honors Diploma.

D. Requirements in addition to normal graduation requirements:

1. Coursework

a) Succeed in a comprehensive course load, performing overall at the proficient-to-superior level in the standards of:

- . (1) 4 credits each of ELA, Mathematics, Science, and Social Studies
- . (2) the third year of a foreign language

b) Succeed in an advanced course load, performing in each course and overall at the proficient-to-superior level in the standards of two college-level courses, and of an additional eight honors or college-level credits

2. Participate in 9 seminars

3. Complete one to three service projects, totaling at least 20 hours

4. Complete a capstone project of superior quality

V. OLD TOWN HIGH SCHOOL STEM LEADERS DIPLOMA

A. Students may earn an OTHS STEM Leaders Diploma by meeting all normal State and Board graduation requirements, and additional requirements. B. General statement: In all cases, the requirements below may overlap with normal diploma requirements, requirements of other programs within OTHS, or efforts outside OTHS.

1. For example, completing a seminar focused on a STEM topic would satisfy a requirement for both the OTHS Honors Diploma and the OTHS STEM Leaders Diploma.

C. OTHS STEM Leaders Committee

1. The OTHS STEM Leaders Committee is charged with implementation of this

diploma program, and interpretation of these requirements. The committee shall include the following staff as *ex officio* members:

- . a) RSU #34 Director of Curriculum, Instruction, and Assessment
- . b) OTHS Principal
- . c) OTHS Assistant Principal for Academics

2. The Committee may, at its option, form an Advisory Council to bring other stakeholders (e.g., businesses, post-secondary institutions) into the development and implementation of the STEM Leaders Diploma.

D. Requirements in addition to normal graduation requirements:

1. Succeed in a challenging and diverse STEM course load, completing at least 10 STEM credits, of which at least 3 are college-level. Performance in the standards of this coursework must be at the proficient-to-superior level. 2. Participate in 3 external competitions or research showcases (e.g., WindBlade competition, State Science Fair, invited poster presentations, math team, FIRST Robotics Team).

3. Successfully complete a 100-hour authentic STEM internship, including written and oral presentation to peers at the conclusion. 4. Complete a STEM-related capstone project of superior quality, with a focus on technical writing. 5. Complete at least 4 authentic STEM service efforts, through which the student transitions from short-term participatory efforts to longer-term leadership efforts.

6. Participate in 8 STEM seminars

7. Demonstrate moderate facility with at least one mode of computer

programming/scripting (e.g., MATLAB, C++, JavaScript, robotics programming)

Legal References: 20A M.R.S.A. § 4722 Ch. 127 § 7 (Me. Dept. of Ed. Rule)

Cross References: IHCDA–Post-Secondary Enrollment Options IK–Student Achievement

IKFA-Early Graduation

First Reading: December 18, 2013 Adopted: January 15, 2014 Revised: October 2015 _____

EXTRA-CURRICULAR ELIGIBILITY - JJJ

The intent of this policy is to encourage all students to recognize the central importance of academic success, citizenship and a healthy lifestyle as prerequisites to extra-curricular participation. Extra-curricular activities are defined in Policy JJ.

Academics

To be eligible to participate in non-curricular extra-curricular activities at Old Town High School, a student must be passing a minimum of five (5) classes (subjects) and failing no more than one class (subject.) Failure of any class for a second consecutive nine-week ranking period during the academic year, regardless of the number of classes carried, shall result in the student being ineligible for participation in non-curricular extra curricular activities for a nine-week period.

Eligibility will be determined by the quarter grade. Eligibility will be determined until the next quarter grades are posted. Non-curricular extra-curricular eligibility is determined by the posted grade and in no case, other than computational error, will eligibility status be changed due to “make-up” or “extra-credit” work completed after the posting of grades. An “Incomplete” grade, for purposes of eligibility, shall be considered a failure until the final grade is posted. Any student who is determined ineligible as a result of 4th quarter grades shall be ineligible until the first (1st) quarter grades of the next school year are posted. Any class that is dropped outside of the “add-drop” period shall count as the grade earned at the time the class was dropped for eligibility purposes.

Attendance

In order to participate in an extra-curricular activity, a student must be in attendance all day on the day of the activity unless it is an excused absence. In no case shall a student whose absence is unexcused for any part of the day of the activity be allowed to participate in that day’s activity.

Suspension from school shall render the student ineligible for participation in extra-curricular activities during the period of suspension.

Tobacco

The possession and/or use of tobacco products is prohibited by students on school property, in school vehicles and at school sponsored functions on or away from school property. This means no tobacco possession and/or use at any time, 24 hours a day, 365 days a year by anyone on school property or at any school functions anywhere.

Student offenses may be referred to law enforcement authorities for investigation and/or prosecution. Adjudication for offenses involving tobacco or offenses involving tobacco witnessed by a Regional School Unit #34 staff member at any time, on or off school property shall result in the following consequences:

Code: **JJJ**

Code: **JJJ** Students who violate this policy may be suspended from school and shall be suspended from

Non-Curricular Extra-Curricular non-curricular extra-curricular activity for the remainder of the activity or season.

Co-curricular Extra Curricular for yearlong co-curricular extra curricular activities, the following consequences would be in place for violations of this policy:

- For the **first** infraction, the student will receive, at a minimum, a four-week

suspension from all extracurricular activities.

- For the **second** infraction, the student will receive, at a minimum, an eight-week suspension from all extracurricular activities.
- A **third** infraction will result in the student being suspended from all extracurricular activities for the remainder of the school year.

Upon request, information and assistance shall be available to the student in addressing his/her tobacco use.

Controlled Substances/Drugs/Alcohol

Possession, use or distribution of controlled substances, drugs or alcohol is prohibited by students on school property, in school vehicles and at school sponsored functions on or away from school property. This means no possession, use or distribution of controlled substances/drugs/alcohol at any time, 24 hours a day, 365 days a year by anyone on school property or at any school functions anywhere. Student offenses may be referred to law enforcement authorities for investigation and/or prosecution. Adjudication for offenses involving controlled substances/drugs/alcohol or offenses involving controlled substances/drugs/alcohol witnessed by a Regional School Unit #34 staff member at any time, on or off school property shall result in the following consequences:

Non-Curricular Extra-Curricular Students who violate this policy may be suspended from school and shall be suspended from non-curricular extra-curricular activity for the remainder of the activity or season.

Co-curricular Extra Curricular for yearlong co-curricular extra curricular activities, the following consequences would be in place for violations of this policy:

- For the **first** infraction, the student will receive, at a minimum, a four-week suspension from all extracurricular activities.
- For the **second** infraction, the student will receive, at a minimum, an eight-week suspension from all extracurricular activities.
- A **third** infraction will result in the student being suspended from all extracurricular activities for the remainder of the school year.

Upon request, assistance will be provided to the student and their family in addressing controlled substance, drug and alcohol problems. This assistance may include but not be limited to information regarding referral and treatment. In all cases information and assistance shall be provided in a confidential manner.

For the purpose of these rules, a “week” is defined as a week when school is in session or when co-curricular and non-curricular extracurricular activities are scheduled.

These consequences are in addition to any discipline imposed under other applicable Board policies and school rules.

Cross Reference:

JJ – Extra-Curricular Activities

First Reading: December 15, 2010

Adopted: January 19, 2011

Code: **JJJ**

Code: IHBA A

REFERRAL/PRE-REFERRAL OF STUDENTS WITH DISABILITIES - IHBA A

Referral and General Education Interventions Policy

It shall be the policy of RSU #34 to refer all school-age students suspected of having a disability that requires special education to the IEP Team for an evaluation in all suspected areas of disability. Referrals of students to the IEP team may be made by parents at any time, and by professional school staff regardless of the results of the initial child find activities, but after completion of the general education intervention process. Other individuals or agency representatives (including representatives of the Department of Health and Human Services) with knowledge of the child may also make referrals. Any such referral should be made in accordance with procedures that may be approved by the Superintendent of Schools.

Regardless of the source of the referral, a referral will be considered received by the school unit on the date that the written referral is received by the office of the Special Education Director. It shall be signed and dated by Special Education Director, thereby indicating the date of the receipt of that referral.

The Superintendent of Schools, in consultation with the Special Education Director, may develop procedures for referral and the use of general education interventions within the local school unit, and may from time to time amend those procedures as necessary.

References: Me. Dep't of Educ. Reg. ch. 101, §§ II(17), III, IV(2)(D), (E), V(4)(A) (July 2011).

First Reading: July 15, 2015 Adopted: August 19, 2015

DRUG AND ALCOHOL USE BY STUDENTS - JICH

The Board and staff of RSU #34 support a safe and healthy learning environment for students that 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 well being of students, the School Board 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.

A. 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, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance. 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.

B. Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

C. 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

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harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

D. 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, to 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.

E. Policy Communication

The school unit shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

Legal Reference:

Cross Reference:

21 USC § 812 (Controlled Substances Act) 21 CFR Part 1300.11-15 P.L. 101-226 (Drug-Free Schools and Communities Act

First Reading: September 16, 2009 Adopted: October 21, 2009

Amendments of 1989) 17-A MRS § 1101

42 USC § 290dd-2 42 CFR § 2.1 et seq. 20-A MRS § 1001(9); 4008

GBEC – Drug-Free Workplace JICIA – Weapons, Violence and School Safety JKD – Suspension of Students JKE – Expulsion of Students JLCD – Administering Medication to Students JRA – Student Records

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HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS - ACAA

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

Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual

orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety.

Sexual Harassment

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

Harassment/sexual harassment of 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 will determine appropriate sanctions for harassment of students by persons other than school employees and students.

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

Legal Reference:

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

Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d)) 5 MRSA §§ 4602; 4681 et seq. 20-A MRSA § 6553

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Cross Reference:

ACAA-R - Student Discrimination and Harassment Complaint Procedure

AC - Nondiscrimination/Equal Opportunity and Affirmative Action ACAD - Hazing

JICIA - Weapons, Violence and School Safety

First Reading: June 3, 2009 Adopted: June 17, 2009

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IJNDB – Student Computing device and Internet Use Page 1 of 2

STUDENT COMPUTING DEVICE AND INTERNET USE - INJDB

RSU #34’s computing devices, network, and internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to computing devices issued directly to students, whether in use at school or off school premises. Students are allowed to use privately-owned computing devices at school with prior authorization, provided that they comply with this policy and the accompanying rules.

The phrase “computing device” as used in this policy and subsequent rules refers to all

computing devices, including but not limited to desktops, laptops, tablets, and smartphones.

Compliance with the school unit's policies and rules concerning device, network, and internet use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computing device privileges limited, suspended, or revoked. The building administrator shall have the final authority to decide whether a student's privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action.

RSU #34 computing devices are at all times subject to the control, custody, and supervision of the school unit. The school unit may monitor all computing device and internet activity by students. Students have no expectation of privacy in their use of school computing devices, whether they are used on or off school property. This does not guarantee that student activities on RSU #34 computing devices are actively monitored 24 hours per day.

For computing devices not owned by RSU #34, students have no expectation of privacy for use that occurs in RSU #34 buildings, on the RSU #34 network, or through RSU #34 electronic media (e.g., google apps, server-based applications). This does not guarantee that student activities on RSU #34 networks or media are actively monitored 24 hours per day.

Disciplinary action can occur for events on or off campus, if such events make use of RSU #34 computing devices, network, or electronic media.

RSU #34 utilizes filtering technology designed to block materials that are obscene or harmful to minors and child pornography while connected to the district network. RSU #34 takes precautions to supervise student use of the internet and electronic communications, and to prevent the unlawful disclosure, use, or dissemination of personally identifiable information about students. RSU #34 educates students about safety on the internet, appropriate online behavior, and cyber-bullying awareness and response, but parents should be aware that RSU #34 cannot reasonably prevent all instances of inappropriate use by students that may violate Board policies and rules, including access to objectionable materials and communications.

RSU #34 uses a number of network-based services for purposes related to the mission and management of schools, such as data management, student assessment, and learning

IJNDB – Student Computing device and Internet Use Page 2 of 2

assistance. Prior to choosing software and services, RSU #34 staff, guided by the RSU #34 Technology Committee and the IT department, shall give due consideration to the relative risks and rewards (e.g., consideration of privacy risks relative to the educational gains from a network-based account). Students shall generally be given unique passwords to accounts that contain information that could be used to gain a child's trust (e.g., profiles, interests). If a generic password is used (for example, with younger students) such accounts would be made available only within the school network.

RSU #34 staff will make reasonable efforts to promptly make parents/guardians aware of network-based or internet-based accounts used by their child in the school setting. Upon parent/guardian request, a staff member (usually the teacher implementing the system)

will meet to describe the account purpose and use, and to show the parent/guardian their child's login. At such meeting, the parent/guardian should be provided with their child's login and password upon request.

Parents/guardians may request to exclude their student from use of some network-based services (examples of exceptions include the Student Information System, mandated online state assessments, and data management systems). Such requests should be made initially to the educator implementing the system; either the parent/guardian or educator may choose to involve the building administrator or other appropriate staff in this consideration.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the web site, and/or other means selected by the Superintendent.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's devices, network, and internet access may be implemented by the Superintendent, consistent with Board policies and rules.

Cross Reference:

IJNDB-R Student Computing Device and Internet Use Rules JICIA - Weapons, Violence, Bullying and School Safety GBEB - Staff Conduct with Students GCSA/GCSA-R - Employee Computing Device and Internet Use

Legal Reference 47 USC 254(h)(5) (Children's Internet Protection Act) P.L. No. 110-385 (Protecting Children in the 21st Century Act)

First Reading: July 17, 2013 Adopted: August 21, 2013

RSU #34 STUDENT PUBLICATIONS POLICY - INJDC

Some student publications, such as annual yearbooks and school newspapers, may be developed as part of the curriculum and be of a major educational benefit to those who compile, edit and publish them. Faculty advisors will be assigned to guide students engaged in these activities. Student editors have initial responsibility in determining content. However, the faculty advisor may override the student editor's decision, but shall give substantial and due regard for the judgment of the student editors and for the educational value of the exercise of that judgment. Censorship shall be limited to those aspects of publications that conflict with the basic educational mission of the school, that may be inappropriate for young audiences, or that may be reasonably judged by the public to bear the imprimatur of the school.

OTHS YEARBOOK POLICY

Senior Portraits

All senior portraits shall be of the student only with a traditional indoor or outdoor background. No inappropriate props shall be allowed in the photographs. Clothing shall be modest and free of slogans and/or political expressions and such clothing

shall be in conformance with the School District's dress code. The yearbook advisor and Principal shall determine if picture content is inappropriate.

Senior Messages

All senior messages shall be free of personal attacks, abusive language, racial epithets, vulgar comments, sexual innuendo, and all other speech that is inconsistent with the shared community values of RSU #34.

Advertisements

The Old Town High School yearbook and other school yearbooks are not a public forum. Accordingly, any advertisements must be free of political expression and reflect the common values of RSU #34. Advertisements shall not promote the use of tobacco, alcohol, drugs or the use of other items prohibited from use on school grounds.

Memorial Spaces

In the event of the death of an Old Town High School student, the yearbook staff will work in conjunction with the student's family to create an appropriate remembrance. These spaces will be limited to a single page and published in the year of graduation. If the event occurs after February 15th, it may not be able to be included due to printing deadlines.

First Reading: June 15, 2011 Adopted: July 20, 2011

BOMB THREATS - EBCC

The 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 prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

A.

B.

Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations,

placement of a bomb or of a “look-alike” bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, “toxic or hazardous substance or material” means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

Definitions

1. A “bomb” means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive device.
2. A “look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or other destructive device.

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3. A “bomb threat” is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. “School premises” means any school property and any location where any school activities may take place.

Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit’s Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident “command and control” (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board’s required annual approval of the school unit’s Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building

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E.

principal, teacher, the School Resource Officer or other employee in a

position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the PET process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

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F. Aiding Other Students in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb threat will be reported to

appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies. A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

Civil Liability

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity as determined by the Superintendent in consultation with the Board.

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K. Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

Notification Through Student Handbook

All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

Legal References:

Cross References:

18 U.S.C. §§ 921; 8921 17-A M.R.S.A. § 210 20-A M.R.S.A. §§ 263; 1001(9); 1001(9-A); 1001(17); 1001(18) Ch. 125 § 10.06 (Me. Dept. of Ed. Rules)

EBCA – Crisis Response Plan JKD – Suspension of Students JKE – Expulsion of Students JKF – Suspension/Expulsion of Students with Disabilities JICIA – Weapons, Violence and School Safety

Student Code of Conduct

First Reading: June 24, 2009 Adopted: July 15, 2009

NEPN/NSBA Code: EBCC

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WEAPONS, VIOLENCE AND SCHOOL SAFETY - JICIA

The Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. School staff is required to immediately report incidents of prohibited conduct by students to the building principal/designee for investigation and appropriate action.

I. PROHIBITED CONDUCT

Students, staff and all other persons 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, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nun chucks;

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, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);

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

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

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NEPN/NSBA Code: JICIA 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; I. Violations of state or federal laws; and J. Any other conduct that may be harmful to persons or property.

II. DISCIPLINARY ACTION

Principals 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 which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001(9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, 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 this requirement is modified by the Superintendent on a case-by-case basis.

All firearms 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 and Board Policy JKF.

III. USE OF FIREARMS AND OTHER WEAPONS IN INSTRUCTIONAL

ACTIVITIES

Nothing in this policy shall prevent the school system from offering instructional activities related to firearms or other objects that are generally considered weapons

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(e.g., bows and arrows) or from allowing a firearm or other object generally considered a weapon to be brought to school for instructional activities (e.g., archery, hunter safety) approved by the school system so long as appropriate safeguards have been adopted to ensure student and staff safety. No weapons may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

IV. NOTIFICATION TEAM/CONFIDENTIALITY

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force.

Within ten days, or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the administrator/designee of the school building where the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student's parent/guardian. The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record. The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

V. PSYCHOLOGICAL EVALUATION/RISK ASSESSMENT

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who engages in conduct prohibited by this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school.

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NEPN/NSBA Code: JICIA

The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior.

All such evaluations shall be performed at the school unit's expense.

If the parent/guardian and/or student refuses to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

Legal References:

Cross References:

5 MRSA § 4681 et seq. 15 M.R.S.A. §§ 3301-A; 3308(7)(E); 3009 17-A MRSA §§ 2(9); 2(12-A) 20 USCA § 7151 (Gun-Free Schools Act) 20-A MRSA §§ 1001(9); 1001(9-A); 1055(11); 6552

ACAA - Harassment and Sexual Harassment of Students ADC - Tobacco Use and Possession EBCA - Crisis Response Plan JICH - Drug and Alcohol Use by Students JK - Student Discipline JKD - Suspension of Students JKE - Expulsion of Students JKF - Suspension/Expulsion of Students with Disabilities JIH - Questioning and Searches of Students KLG - Relations with Law Enforcement Authorities

First Reading: September 16, 2009 Adopted: October 21, 2009

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NEPN/NSBA Code: JICIA

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Questioning and Searches of Students - JIH

The School Board seeks to maintain a safe and orderly environment in the schools. School administrators authorized by the Superintendent may question and/or search students in accordance with this policy and accompanying administrative procedure.

Students may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

When special circumstances exist, including but not limited to a suspected ongoing violation of the Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion.

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

A student who refuses to comply with a search directive may be subject to disciplinary action, including the disciplinary consequences for the suspected violation.

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, and/or other appropriate persons, any administrative procedures necessary to carry out this policy

Cross Reference: JIH-R-Questioning and Searches of Students Procedure
JICH - Drug and Alcohol Use by Students JICIA - Weapons,
Violence and School Safety JK - Student Discipline

First Reading: March 21, 2012

Adopted: April 25, 2012

TITLE OR REFERENCE: Questioning and Searches of Students
Administrative Procedure

The purpose of this administrative procedure is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary.

A. Questioning by School Administrators

1. School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Board policies, school rules and/or federal/state laws. School administrators shall contact the student's parent/guardians should the initial questioning result in possible suspension or expulsion from school or referral to a law enforcement agency.
2. School administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.
3. If a student fails to cooperate, lies, misleads or threatens any person during questioning, he/she may be subject to disciplinary action.

B. Searches of Students, Personal Property in Students' Immediate Possession, Student Vehicles and School Storage Facilities

1. School administrators are authorized to search students, personal property in students' immediate possession, and vehicles when, in their judgment, there are reasonable grounds to suspect that a student possesses any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

2. All searches of students, personal property or vehicles shall be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical.
3. Searches should be reasonably related to the objective of the search and not excessively intrusive. Searches may include the student's clothing and personal belongings. School administrators shall not conduct strip searches. If a more intrusive search appears to be necessary, law enforcement authorities shall be contacted.

TITLE OR REFERENCE: Questioning and Searches of Students
Administrative Procedure

4. School administrators have the authority to inspect and search school storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.
5. School administrators shall consult with the Superintendent prior to conducting random searches
6. Searches, which disclose evidence that a student has violated, Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and be forwarded to law enforcement authorities for possible investigation/prosecution.
7. If a student fails to cooperate, lies, misleads or threatens any person during a search, he/she may be subject to disciplinary action.
8. School administrators are required to document all searches and any items seized/impounded.

Cross Reference: JIH - Questioning and Searches of Students

First Reading: March 21, 2012

Adopted: April 25, 2012

BULLYING - JICK

The Board believes that bullying, including cyberbullying, is detrimental to student well-being 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 Prohibited

Bullying, including “cyberbullying,” is not acceptable conduct in Regional School Unit #34 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

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

- A. Has, or a reasonable person would expect it to have, the effect of:
 - 1. Physically harming a student or damaging a student’s property; or
 - 2. Placing a student in reasonable fear of physical harm or damage to his/her property;

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- 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

Is based on:

- a. A student’s actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
- b. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

C. Cyberbullying

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

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

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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

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.

Staff Training

Regional School Unit #34 will provide ongoing professional development and staff training in bullying prevention and response for all staff with regular interaction with students.

Delegation of Responsibility

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

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The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

Dissemination of Policy

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students, parents, school employees and volunteers on the

school unit's website and by such other means as may be determined by the Superintendent.

Legal Reference: Cross Reference:

20-A M.R.S.A. § 1001(15), 6554

AC - Nondiscrimination, Equal Opportunity ACAA - Harassment and Sexual Harassment of Students ACAD - Hazing ADF - School District Commitment to Learning Results JIC - Student Code of Conduct JICIA - Weapons, Violence and School Safety JK - Student Discipline

First Reading: February 2013 Adopted: March 2013

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Regional School Unit #34 Policy on Payment for Food Services - EFD

It is preferred that all meals be paid for in advance or paid for at the time of service. Meals may be paid for by sending cash or a check with the student or through an on-line payment option.

When meals are not paid for in advance or at the time of service, students will be granted the privilege of charging meals. There will be no charging of a la carte items. In this policy statement, the term "charging" refers to any and all forms of exchange where there is a verbal agreement for payment of a meal after the service of the meal.

Meals must always be provided to preprimary and young primary students (PK-3), to any student with a disability who may be unable to take full responsibility for the debts they may have created as well as to any student known to qualify for free lunch.

Students whose living conditions change such that they lack a fixed, regular, and adequate nighttime residence likely qualify for free lunch under the McKinney-Vento Act; students or parents should contact the school office for rapid referral to the RSU #34 Liaison.

Parents/Guardians may access a student's lunch balance and/or make payments at any time by logging on to www.myschoolbucks.com. Parents may also check balances by calling the school or the RSU #34 Food Service Office. The school district will provide notice to parents/guardians on the 15th of each month when a student's unpaid balance exceeds \$25.00.

Students who do not have payment for a meal and have accumulated a credit balance in excess of \$25.00 will be offered an alternative meal for which their account will be charged.

There shall be no charging of any meals during the final two weeks of school. Students and parents/guardians shall be reminded of this "no charge" period on or around May 15th. Students will be offered an alternative meal for which their account will be charged.

RSU #34 shall make a reasonable attempt to collect unpaid balances at the end of the school year. RSU #34 reserves the right to utilize outside collection services for balances that exceed \$50.00. Parents/guardians will be notified again of unpaid balances by letter prior to the start of the new school year. Students shall not be allowed to charge meals at the start of the new school year if there is an unpaid balance from the previous school year.

There will be a \$20.00 fee charged on returned checks. Cash only or on-line payment may be requested of families who pay by checks that are repeatedly returned for insufficient funds.

The Superintendent of Schools is responsible for the development of process/procedure/regulations necessary to implement this policy.

First Reading: July 17, 2013 Adopted: August 21, 2013

Revised First Reading: July 15, 2015 Revised Adopted: August 19, 2015

RELATIONS WITH SCHOOL RESOURCE OFFICERS AND LAW ENFORCEMENT AUTHORITIES - KLGA

The Board recognizes that a cooperative relationship with law enforcement authorities is desirable for the protection of students and staff and in maintaining a safe school environment. The Board hereby officially designates the police officers assigned by the Old Town Police Department to serve as SROs as the law enforcement unit of the Regional School Unit #34 schools. The purpose of the SROs is to enforce local, state and federal laws and to assist in maintaining the physical security and safety of Regional School Unit #34 schools.

In keeping with Regional School Unit #34's mission, the primary roles of the SROs are to:

1. Provide support and assistance to the school administration and staff to maintain a safe and constructive learning environment;
2. Enforce local, state and federal laws;
3. Serve as a resource to administrators and teachers in planning and providing age-appropriate educational programs that foster respect for the law, an understanding of law enforcement, and safe and healthy behaviors;
4. Serve as a resource to administrators and staff concerning law enforcement and child welfare issues;
5. Assist individual students and their families in addressing issues related to law enforcement and helping students to have a meaningful school experience; and

6. Serve as a liaison between the schools and the Old Town Police Department in addressing issues of concern to both departments.

School administrators and staff have the primary responsibility for maintaining proper order in the schools and for disciplining students for violations of Board policies and school rules. However, the Superintendent and administrators may seek the assistance of an SRO and/or the Old Town Police Department when they believe there is a threat to the welfare and safety of the schools, students and/or staff. The Superintendent and administrators shall also inform an SRO and/or the Old Town Police Department when they have reason to suspect that a student or staff member may have violated a state or federal criminal law.

In general, the Board discourages SROs and other law enforcement authorities from using the schools as a venue to arrest and/or question students for activities not related to or affecting the schools. The Superintendent and administrators retain the authority to deny access to students for non-school-related investigations.

Under this policy, SROs are considered to be school officials with legitimate educational interests in reviewing educational records in order to perform their professional responsibilities.

The Board authorizes the Superintendent to develop administrative procedures, in consultation with the Old Town Police Department to guide interactions between the schools, the SROs and the Old Town Police Department. Such procedures should safeguard the rights of students and parents and be consistent with Board policies. School administrators may also develop appropriate building-level procedures regarding the role and activities of SROs in their schools. All administrative procedures must be consistent with Board policies, as well as the SRO program agreement between Regional School Unit #34 and the Old Town Police Department and are subject to approval by the Board.

Legal Reference: 20 USC 1232g; 34 CFR Part 99

Cross Reference: EBCA – Comprehensive Emergency Management Plan JICIA – Weapons, Violence and School Safety

JIH –Questioning and Searches of Students JRA – Student Records

First Reading: February 17, 2016

Second Reading: March 16, 2016

