

# The KEEL



## Boothbay Region High School Student Handbook 2018-2019

*Boothbay Region High School  
236 Townsend Ave.  
Boothbay Harbor, Me.  
207-633-2421*

# *Principal's Welcome*

Dear Students,

It is my distinct pleasure to welcome you to Boothbay Region High School. We at BRHS are dedicated to ensuring that students are afforded every opportunity to achieve academic excellence.

The staff at BRHS takes great pride in providing you with the academic foundations necessary to prepare you for whatever path in life you choose. We ask that you are an active participant in your education and that you openly communicate your needs. The professionals in this building are committed to helping our students prosper and grow academically, socially, and emotionally. Please feel free to contact any of us should the need ever arise.

Your student handbook, The Keel, is provided to you to outline the expectations that you are to observe. The BRHS Academic and Social Expectations have been placed deliberately at the very beginning; this is where they belong. You will become increasingly familiar with these standards as your teachers begin to assess your progress in achieving them. Please own them, make them your own, and do your very best. Remember that these guidelines are in place to ensure that this is a safe and nurturing environment and that the people here take an active interest in promoting a culture that is serious about education and about the success of each other.

Sincerely,  
Daniel Welch  
Principal

# Core Values and Beliefs

## ***Boothbay Region Core Values and Beliefs***

### ***Mission Statement***

*Boothbay Region High School strives to equip all students with the knowledge, skills, and values to achieve individual and collective success.*

<b><i>Academic Expectations</i></b>	<b><i>Civic and Social Expectations</i></b>
<p><i>Boothbay Region High School students should be responsible learners who</i></p> <ul style="list-style-type: none"><li><i>Communicate knowledge and understanding effectively in written, oral and visual contexts.</i></li><li><i>Think critically and creatively to solve problems and develop diverse perspectives.</i></li><li><i>Work independently and collaboratively to complete purposeful and challenging tasks.</i></li><li><i>Establish goals, practice strategies and manage resources to plan and measure progress.</i></li></ul>	<p><i>Boothbay Region High School students should be informed, active citizens who</i></p> <ul style="list-style-type: none"><li><i>Demonstrate integrity, respect, and charity.</i></li><li><i>Act responsibly and accept accountability for their behavior.</i></li><li><i>Participate in school and community activities.</i></li></ul>

### ***Our Beliefs***

*The Boothbay Region High School Community believes*

- Learning is an essential, ongoing process that is nurtured in many ways and many places.*
- The ideals of success and the learning process are unique to the individual.*
- All students have the right to access and the responsibility to engage in opportunities to reach and expand their potential.*
- Excellence is achieved through attitude, effort and perseverance.*
- The collaboration of school, family and community supports and advances a balance of academic, social, and emotional well-being for all students.*

# *Bell Schedules*

## **BELL SCHEDULE M,Tu,Th,F**

7:42	First Bell
7:45 to 8:00	Locker Break (15 minutes)
8:00 to 8:03	Passing
8:03 to 9:15	Period 1
9:15 to 9:18	Passing
9:18 to 10:30	Period 2
10:30 to 10:33	Passing
10:33 to 10:51	Mid Morning Break (18 minutes)
10:51 to 10:54	Passing
10:54 to 12:06	Period 3
12:06 to 12:09	Passing
12:09 to 12:34	Lunch
12:34 to 12:37	Passing
12:37 to 1:49	Period 4
1:49 to 1:52	Passing
1:52 to 2:32	Study Hall

## **Wednesday**

7:42	First Bell
7:45 to 8:00	Locker Break (15 minutes)
8:00 to 8:03	Passing
8:03 to 9:07	Period 1
9:07 to 9:10	Passing
9:10 to 10:14	Period 2
10:14 to 10:48	CORE (34 minutes)
10:48 to 10:51	Passing
10:51 to 11:55	Period 3
11:55 to 11:58	Passing
11:58 to 12:23	Lunch
12:23 to 12:26	Passing
12:26 to 1:30	Period 4

# Faculty

## Administration

Dr. Keith Laser  
Mr. Daniel Welch  
Ms. Lisa Smith  
Mr. Allan Crocker  
Ms. Janet Sprague

## Position

Superintendent  
Principal  
Dir. Special Services  
Director of Student Activities/AD  
Guidance Director

## Faculty

Mr. Matt Brewer	Math
Mr. Kyle Canada	Security/Safety Officer
Mr. Michael Cherry	English
Ms. Karol Clark	Spanish
Mr. Allan Crocker	Math/Student Activity Dir.
Mr. Dennis Dacus	Phys. Ed/Health
Ms. Kerrin Erhard	Librarian
Mr. Mark Gorey	English
Ms. Lauren Graham	Science
Ms. Tanya Hammond	English, Social Studies
Mr. Adam Harter-Ives	Special Services
Ms. Sherrie Hersom	Science
Ms. Emily Higgins	Gifted/Talented
Ms. Kate Hossler	Behavior Consultant
Ms. Manon Lewis	Art
Mr. Normand L'Heureux	Social Studies
Mr. Chris Liberti	Math/Science
Ms. Abigail Manahan	District Technology Integrator
Ms. Carol McKenna	English, Latin, French
Ms. Ingrid Merrill	German/ESL
Ms. Mary Miller	Drama, Social Studies, Chorus
Mr. Ben Powell	Math
Ms. Brynne Roseberry	Technology
Mr. Chip Schwehm	Math/Science
Mr. Nick Scott	Social Studies
Mr. Jeffrey Waldrop	Band
Ms. Jane Wallace	Special Services

Ms. Debbie Greenleaf	Principal's Secretary
Ms. Diana Holmes	Attendance Secretary
Ms. Hannah Johnson	College Access Counselor
Ms. Teresa Tess	Guidance Secretary
Ms. Paulette Carter	Ed. Tech
Mr. Smith Climo	Ed. Tech
Ms. Kristin Dugay	Ed. Tech
Ms. Cathy Hodgdon	Ed. Tech
Ms. Martha Landry	Ed. Tech
Ms. Christina Morley	Ed. Tech
Ms. Caitlin Shepherd	Ed. Tech
Ms. Susan Taylor	Ed. Tech

# *Guidance and Academic Policies*

## **Guidance Department**

The Guidance Counselor is available to help all students explore areas of concern to them. These areas typically include personal and academic issues as well as career and college exploration. To assist students with these issues, the department maintains a lending library of college, armed services, and vocational catalogues as well as books and pamphlets on topics of concern to high school students. The Guidance Director invites and welcomes all students to drop in for a visit.

## **Academic Policies**

To be classified as a full-time student at Boothbay Region High School, a student must take a minimum of 18 academic credits each year. In a majority of cases though, students must be enrolled in 24 credits or eight classes per year. Students wishing to have fewer credits must have permission of the principal.

In order to graduate from Boothbay Region High School, a student must have earned 72 credits. Within the 72 credits, students must have met all state and local requirements. All students are expected to complete a minimum of 18 credits each year for promotion purposes. Requests for a waiver must be submitted to the building principal.

## **Awarding of Credit**

BRHS uses a semester system; a semester contains two quarters. Credit is awarded upon successful completion of a semester. Courses are worth three credits per semester. In order to gain credit for a semester, a student must have an average grade of 60 or better. Each quarter is worth 45% of a semester average with the semester exam counting as 10%.

## **CORE Time**

CORE time is our school-wide study hall. Students will report to their advisor's room at the beginning of CORE. All teachers and support staff are available at this time to provide assistance, remediation, or opportunities to enrichment or making up missed assignments. Students should make arrangements with their teachers at least a day prior in order to see them during CORE. Use of iPads is allowed for academic purposes only. Cell phone use is at the discretion of the teacher.

### **Honor Roll**

The Honor Roll is based upon a point system. To be eligible for the Honor Roll, a student must carry 4 courses per semester. The Honor Roll recognizes an 80- point or better average for the marking period in every subject area. High Honors- recognizes a 90-point or better average for the marking period in each subject area.

### **Senior Privileges**

Senior privileges are granted to all seniors, who have submitted the proper paperwork, at the beginning of the school year.

Privileges will be calculated half way and at the end of each quarter. Students must have at least a 75 average in each course to be granted privileges.

Senior privileges grant a student the ability to leave campus during:

- Core Time
- Lunches
- Other free times in the day which are approved by the Principal or his designee.

Students are expected to return punctually, at the proper times, for their scheduled courses and other required activities. Failure to do so may result in privileges being revoked.

## **Athletics**

### **BRHS Interscholastic Athletics**

Athletics is an important part of student life at Boothbay Region High School. Athletics contribute to the educational goals of our school. All athletes must realize that it is a privilege, not a right, to participate in the school's athletic programs and that the athlete is subject to commitments and rules above and beyond those governing the general student body. Coaches shall have the right to establish policies they feel are in the best interest of their teams under the direction of the Director of Student Activities. Policies, which go beyond normal school regulations, need the approval of the Principal or Director of Student Activities

### **General Athletic Policies**

Each student - athlete must have a signed pledge form, an emergency form, proof of insurance, and a record of a physical exam by a physician and impact testing within the past two years before participating in any interscholastic sport (practice or game). Students must be in school the entire day to participate in athletic practices or contests. Exceptions may only be approved the principal or Athletic Director.

### **Athletic Participation**

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. Any student cut from a sport shall be eligible for participation in another sport. Athletes dropped for disciplinary reasons cannot go out for another sport during that sports season unless they are granted a waiver from the Principal.

### **Miscellaneous Rules and Policies**

\*The athlete who was issued the equipment will pay for any lost equipment at the present replacement price.

\*The athlete's general conduct in and out of school shall be such as to bring no discredit to the athlete, the parents, the school, or the team. Athletes who bring discredit to their team will be subject to disciplinary actions up to and including suspension or removal from the team.

Students receiving a Saturday detention will not be permitted to participate in the next athletic contest. Any student who is suspended will not be permitted to attend any school activities during the suspension and will not be allowed to participate in the next contest following the suspension. This will be at the discretion of the Principal and/or Director of Student Activities

\*Individual coaches shall have the right to enforce any additional rules or policies for their particular sport if these rules have been approved by the principal or Director of Student Activities before the season, given to the athletes in writing, and do not supersede the School Committee Policy.

### **Qualifications for Lettering**

The school athletic letter, numerals, and emblems and the right to wear them are given to athletes who have represented the school in athletics and have met all the requirements of their particular sport as determined by the coach. The letter is the highest award that the Department of Athletics has to offer. The letter stands for achievement; it is an honor to win and an honor to wear. Appeals to the lettering process should be made to the Director of Student Activities or the Principal.

Student athletes wearing these emblems must remember that to the world at large, these emblems stand for Boothbay Region High School and that our school will be judged by the athlete's conduct. Conduct must reflect only credit to the school.

The following are given by Boothbay Region High School:

Numerals - first season of high school competition

Letter - first year of lettering in a varsity sport or second year as a varsity level manager

Emblems - first year of lettering a particular varsity sport

Service Bar - awarded for second, third, and possible fourth year of lettering in one sport

Capt. - awarded to the captain or co-captain in each varsity sport.

Mgr. - given to the manager of any varsity level sport

Letters in specific sports are awarded based upon a point system and the coach's recommendation. Any senior in good standing may be given a letter. The athletic director and the coach will make any final decisions on who shall receive a letter.

# *Extracurricular Eligibility*

Overview:

Boothbay Region High School strives to promote a well-balanced secondary school experience for our students. This includes rigorous academic programming that meets student's individual needs along with opportunities to participate in extracurricular activities that promote physical, social, and emotional health. As academics are of prime importance, it is imperative that students meet their academic obligations in order participate in extracurricular activities.

Eligibility is on a week-to-week basis and reported to the main office on Friday. Any student that is failing more than one class will be ineligible for the following week. Eligibility runs from Monday to Monday.

## *School Regulations and Policies*

### **Attendance**

Any student absent from school shall, upon returning to school, present a note, which contains the reason for the absence and the signature of a parent, guardian, or other legally responsible person. Parents, guardian, or other legally responsible adult may also call the school to explain a student's absence. The office will then give the student a pass, which must be presented to each teacher. Students will be given an excused absence for the following: personal illness, appointments with health professionals that can not be made outside the school day, observance of recognized religious holidays when the observance is required during the school day, emergency family illness, and planned absences for personal or educational purposes which have been approved in advance. All other absences are considered unexcused. The Principal or Director of Student Activities will make the final determination if a student's absence is excused or unexcused.

Schoolwork missed as a result of an unexcused absence will receive no credit.

### **Tardiness**

Tardiness applies to any student not in class before the bell rings to signal the start of class. Repeated tardiness to school will result in a student being assigned to detention. Any pattern of continuing tardiness or absence will result in a parental conference with the principal and concerned staff members. Tardiness can be excused only if a student brings a valid excuse to school on the same day of the lateness. Valid excuses for absence, tardiness, or dismissal are defined by Maine State Statute as being personal illness, an appointment with a healthcare or other professional, observance of a religious holiday, family emergency, or a circumstance that has been approved in advance by the school's administration.

### **Dismissal**

When it is necessary to dismiss a student during school hours, a note should be brought to the office before the school day begins, and the student should leave only after first checking with the office. Requests for dismissal in the event of serious emergencies or unusual circumstances will be handled through the main office.

### **Make-up Work**

Students who have missed school as the result of an excused absence may make up any work missed. The responsibility for obtaining and completing the work is the students. As a general guide, students may have one day of time for each day of school missed. The make-up period starts at the time the student first attends the class missed. Teachers may implement their own make-up policy as long as students have been given a copy of the policy and an explanation as to how the policy works. Work not made up in the required amount of time will receive no credit.

## Cell Phone Policy

*Boothbay Region High School recognizes that cell phones can serve a purpose to enhance a student's learning and educational experience. Cell phones can also be a significant distraction for students while in the classroom. The following policy outlines the allowable functions for cell phones and the correlating restrictions.*

- **Cell phone restrictions begin at the first bell of the day and end at the conclusion of the last period of the day.**
- **Cell phones may be used in between courses, during locker break, and during lunchtime.**
- **Cell phones should not be visible during class or CORE time, they need to be stored in student's pockets, bags, or other locations. Phones should be powered off during class time. If students do not have a way to store their phone they may leave it on their instructor's desk.**
- **If a phone is out during class the instructor will confiscate the device and turn it into the office where it will remain until the end of the day. If a student refuses then this will be considered insubordination and the student will be sent to the office.**
  - **First Offense: A Warning from the office.**
  - **Second Offense: Detention**
  - **Third Offense: Friday Detention**
  - **Subsequent Offenses: Saturday Detention**

*Note: A classroom teacher has the discretion to allow a student to use their phone during class time if it is for educational purposes.*

## **Code of Conduct**

The following rules and policies 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

### **STUDENT CODE OF CONDUCT**

As a school community we have developed the following core values as a guide for student conduct and behavior.

#### **RESPECT**

A respectful person appreciates the differences and worth of all individuals, values him/herself, and works cooperatively with others in ways which serve the entire community.

#### **RESPONSIBILITY**

A responsible person is one who honors commitments to society, cares for him/herself and others, keeps promises, works to maintain freedom, helps all members of the community achieve their aspirations, considers the consequences of their actions.

#### **HONESTY**

An honest person is truthful in word and action, adheres to a value system that allows for open discussion, speaks truth to empower, and directly confronts issues which hint at dishonesty or mistreatment of others and their property.

#### **COMPASSION**

A compassionate person is one who accepts the worth and contributions of all members of the community; is patient with others; honors differences in learning style; listens; has a sense of humor; and identifies with and understands the situations, feelings, and motives of others.

#### **COURAGE**

A courageous person is one who perseveres under difficult conditions and shows the ability to act fearlessly when necessary.

## **BEHAVIOR**

All members of the school community have the right to expect to be able to learn and to teach in an atmosphere which is free from unreasonable and unwarranted disruption. Class time and activity time are highly valued.

### **Expectations for Student Behavior**

- \*Student academic schedules dictate the student's responsibilities. Be sure to be in the right place at the right time.
- \*Each student is required to enter each class prepared. Pencils, pens, and paper are necessary for each class. Individual teacher requirements may vary.
- \*Homework is a necessary component of the curriculum at Boothbay Region High School. Students must complete all homework assignments.
- \*Students must become familiar with the Attendance Policy and its implications.
- \*Students must show appropriate behavior in the cafeteria, assemblies, study halls, corridors, and classrooms.
- \*Students must abide by the Drug Abuse Policy and be aware of the consequences of breaking it. **Note:** tobacco use and any electronic vaping devices are prohibited on school grounds and has additional consequences, beginning with the first offense.
- \*This is a closed campus. Students will leave only when excused by office personnel.
- \*Students are required to wear to school or to school functions clean and appropriate clothing that does not distract or interfere with the educational opportunity of the other students. Clothing, hair, cosmetics, scented products, jewelry or appearance that may disrupt the normal operations of the school are not acceptable. All clothing is to fit properly, be of appropriate length, and not be revealing or indecent. Underwear should not be visible and clothing should cover the chest, midriff, back and mid-thigh appropriately. Clothing that depicts or in any way refers to, advertises, or promotes illegal drugs, alcohol or tobacco products, that has sexual implications, that promotes violence or illegal acts, or that is derogatory toward any group or individual is not allowed. All students on school grounds will wear shoes. Garments, chains, some chain-like necklaces and/or accessories that may be used as a weapon or perceived as gang member

symbols, will not be allowed. Students who are in violation of the dress code will be asked to change their clothing or go home until a proper correction is made. Students who habitually violate the dress code will be assigned detention.

\*Vulgarity is inappropriate and will not be tolerated.

\*This school belongs to everyone in the school community; we all share responsibility for its maintenance. Vandalism, destruction, and malicious mischief will not be tolerated.

\*Students are not to carry weapons or replicas of weapons on school grounds. Violation of this regulation will result in suspension and/or expulsion.

### **Disciplinary Procedures**

Any incident that disrupts the safety and the efficient operation of BRHS will be dealt with by the principal and/or director of student services consistent with the laws of the State of Maine. It is assumed that, when a teacher sends a student to the office, one or all of the following have occurred:

- a. The student has been a cause of significant disruption of learning or of order in the building.
- b. The safety of other students and staff has been threatened.
- c. The student has committed an infraction that violates the policy on drugs and alcohol.
- d. The student has been a habitual disciplinary problem.

Teacher managed behavior in the classroom: Teachers are responsible for managing their students' behavior. In most instances, such strategies as

- Quiet verbal warnings,
- Proximity,
- After-school time with the teacher,
- Calls to parents

Will be sufficient to affect change in a student's behavior.

In those instances where the student's behavior continues to be disruptive or

escalates, it may be appropriate to remove the student from the classroom. Please notify the office as soon as a student is sent to the office for disciplinary reasons. After a student is sent to the office for discipline, it is necessary to put in writing the reason(s) for sending the student; this will then be entered in the log and may be shared with the parent when necessary. It is also necessary for the teacher to call home any time a student is removed from his or her classroom; this first-person call is the best means of engaging the parents in the solution.

In the event that you send a student to the office from some other part of the building (hallway, assembly, café), please be sure the office knows the student is coming and the reasons for sending the student.

Boothbay Region High School disciplinary system is based on levels for infractions and consequences. Students who repeat lower level infractions may receive consequences from a higher level if the administration deems this necessary to correct the student's behavior or ensure the school environment is conducive to learning.

### **Level 1: Verbal/Written Warnings:**

Infractions that will lead to a level 1 consequences:

- Horseplay/overly zealous behavior in the school
- Dress code violations
- Not returning promptly to a classroom after signing out.
- Inappropriate social situations
- Over display of affection. Please note handholding is the only form of public affection allowed.

### **Level 2: Office Detentions:**

Office detentions are held on Monday and Thursday from 2:30-3:30. Students who miss assigned detention will be given 2 detentions. If either of those detentions is missed, then the student will be referred for a level 3 consequences.

Infractions that will lead to level 2 consequences:

- Habitual level 1 infractions
- Being sent to the office by a staff member
- Habitually not doing homework
- Inappropriate language
- Being habitually late for class
- Being habitually tardy
- Missing teacher detentions
- Wandering the hallways during class

### **Level 3: Friday Detention:**

Friday detentions are held each Friday from 2:30-4:30.

Infractions that will lead to level 3 consequences:

- Habitual level 2 infractions
- Missing office detentions
- Skipping/not reporting to class
- Leaving school grounds without permission

### **Disciplinary**

### **Level 4: Saturday Detention:**

Saturday detentions are held once per month from 8:00-11:00. Infractions that will lead to level 4 consequences:

- Habitual level three infractions
- Insubordination
- Vulgar Language

### **Level 5: in School Suspension**

In School Suspension lasts for an entire school day; students will report to the main office and be given their schedule for the day. Students are expected to be working on school assignments. The use of IPODS and other media devices is not permitted during in school suspension.

Infractions that will lead to Level 5 consequences:

- Habitual level 4 infractions
- Missed Saturday Detention
- Failure to report to the office when asked to do so by an instructor.
- Defacing school property

### **Level 6: Out of School Suspension**

Students placed on out of school suspension are not permitted on school grounds or at school sponsored functions. A student placed on out of school suspension has either committed a serious offense that compromises the climate and culture of the school or has habitually not followed the school's policies and procedures.

Infractions that will lead to Level 6 consequences:

- Habitual level 5 infractions.
- Fighting- any student involved in a fight will have to leave school for that day. The length of the suspension following will be determined by the student's role as aggressor or as defender.
- Theft of personal or school property
- Violation of the school's drug/alcohol policy
- Vulgar or obscene language directed at a staff member

#### **Locker Searches:**

Lockers are issued to students at the beginning of each year. They remain the property of B.R.H.S., and therefore, they and their contents are subject to scrutiny and possible search during the course of the year. Accepting and/or using a B.R.H.S. locker(s) - either one specifically issued or one, which is vacant - means abiding by the rules and regulations of the school and the district's policy. **Reference: JI - Students Rights and Responsibilities.**

#### **Plagiarism:**

Plagiarism, theft of intellectual property, is the taking and using, as one's own, the ideas and writing of others. This includes, but is not limited to such sources as books, magazines, and the Internet. To use portions of other's work is not wrong so long as proper credit and notation is given. Students found to be plagiarizing will be subject to disciplinary action on a case-by-case basis

# *Drug and Alcohol Policy*

There is no delineation between procedures for elementary and secondary students. This is based upon the belief that those who have been charged with making such decisions will necessarily be required to differentiate the circumstances and the appropriate action to be taken.

The following procedures assume a recommendation that each school will have a “Student Assistance Team” (SAT). The purpose/rationale of the SAT is to provide a screening process for identification, referral, and intervention with “high risk” populations. The suggested SAT composition may include, but not be limited to

1. Administrator
2. Guidance Personnel
3. School Nurse
4. Local Chemical Dependency treatment agencies/counselors
5. Teacher(s) (regular and special education)

A student and parent/guardian will be required to sign a release of information form allowing the SAT to obtain information necessary to determine that the plan is being followed.

In cases of involuntary/disciplinary referrals, failure to comply with the recommended action plan will result in suspension from school. Suspension should be construed to include ”in-house” suspension if the situation warrants.

Students affected by substance abuse will not be academically penalized as a result. A student who is addressing the issue per agreed action plan will continue to be provided an educational program.

“Prohibited substances” is defined as mood altering chemicals, including alcohol and nicotine, which interfere with the student’s health, relationships and/or school performance.

## **Administrative Procedures Involuntary/Disciplinary Referrals of**

## **Students**

### **A. POSSESSION AND/OR USE**

Guidelines for disciplinary action for possession and/or use of prohibited substances on school grounds, in school buildings, on school property, including buses, or at school sponsored activities:

#### **1. First Offense:**

- a) Student is referred to building administrator for verification/confiscation (include witness if possible)
- b) The building administrator will
  1. Notify parent/guardian immediately and in writing.
  2. Notify superintendent immediately and in writing.
  3. Notify local law enforcement officials immediately and in writing.
  4. Notify probation officer and/or DHS, if appropriate.
- c) The student, referred to the SAT for assessment and action plan development, shall be suspended from school until an appropriate plan is established. The SAT will convene within 3 school days Counselor (SAC or Guidance) meets with student and parent/guardian for action plan implementation.
- d) Appropriate disciplinary action will be taken if action plan is not followed, including suspension from school and school sponsored functions for up to ten (10) school days.

**Note:** Given the safety risks to the school community surrounding cigarette smoking, automatic disciplinary procedures will accompany the development of any action plan:

- a. First offense: detention
- b. All subsequent offenses: suspension

#### **2. Second or subsequent offenses**

- a) Same as 1(a)
- b) Same as 1(b)
- c) Same as 1(c)
- d) Same as 1(d) for purposes of action plan revision as needed.
- e) Referral to Substance Abuse Counselor for clinical evaluation.
- f) Same as 1(e) and including possible referral by Superintendent to School Committee for long term suspension or expulsion hearing.

### **B. FURNISHING AND/OR SELLING**

Guidelines for disciplinary action for furnishing and/or selling of a prohibited substance on school grounds, in school buildings, on school property, including buses or at school sponsored activities:

**1. First Offense:**

- a) Student is referred to building administrator for verification/confiscation (include witness if possible)
- b) The building administrator will
  1. Notify parent/guardian immediately and in writing.
  2. Notify superintendent immediately and in writing.
  3. Notify local law enforcement officials immediately and in writing.
  4. Notify probation officer and/or DHS, if appropriate.
- c) Student is suspended from school and school sponsored functions for up to ten (10) school days.
- d) The student, referred to the SAT for assessment and Action plan development, remains out of school until an appropriate plan is established.
- e) Counselor (SAC or Guidance) meets with student and parent/guardian for action plan implementation.
- f) Superintendent may refer to school committee for long-term suspension or expulsion hearing for failure to comply with policy.

**2. Second or Subsequent Offenses:**

- a) Same as 1(a)
- b) Same as 1(b)
- c) Student is suspended from school and school sponsored functions for ten (10) school days.
- d) Building administrator makes recommendation to superintendent for long-term suspension or expulsion hearing with the school committee.
- e) Building administrator notifies SAT of actions taken.
- f) Student suspended/expelled may be allowed reentry to school contingent upon successful completion of recommended action plan.

**A. Concerned Person Report:**

1. Concerned person may confidentially refer concern to the SAC or a member of the SAT.
2. SAC or the SAT assesses the referral.
3. SAC or SAT representative meets with student to discuss concerns of referral and to suggest available assistance or action plan.
4. SAC or the SAT notifies parent/guardian and/or encourages student to talk to parent/guardian regarding concerns as situation warrants.

**b. Self-referral:**

1. Any student concerned with his/her own use or the use of his/ her family or friends may be directed to or direct themselves to the SAC or the SAT for assistance.
2. No disciplinary action will be taken.
3. A counseling relationship and the information resulting from it shall be kept confidential consistent with the professional obligations of the counselor except in cases where disclosure information is necessary. Said disclosure is necessary when 1) the student's condition requires others to assume responsibility for him/her or 2) there is clear and imminent danger to the student or others.

**c. School Sponsored Functions:**

1. Remove student from function and/or return to school grounds.
2. Notify building administrator who will follow procedures for possession, use, furnishing and/or selling of prohibited substances.
3. Notify parent/guardian to assume responsibility for student.
4. Contact local law enforcement officials to transport if parent/ guardian cannot be contacted and/or if student refuses to cooperate.
5. Student to be released only to parent/guardian or local law enforcement personnel.
6. School sponsored functions involving out of state or out of country travel will require that a student and Parent/guardian sign an agreement of understanding and adherence to this policy prior to such travel. Violations of policy guidelines in these situations will result in immediate implementation of appropriate procedures upon return.

## **General Information**

### **Discrimination Statement**

It is the policy of C.S.D. #3 to ensure that discrimination does not occur and that there will be equal employment and educational opportunities to all regardless of race, sex, color, national origin, marital status, age, handicap, or religion. This policy will be in accordance with all federal and state legislation relative to discrimination.

### **Boothbay Region School Based Health Center**

The center is available for all students in grades K - 12. The center is located in the high school. Appointments can be made by calling 633-1934.

**Student Contact Information to Military Recruiters and Colleges** The law provides that secondary schools receiving federal funds must “release a student’s name, address, and telephone number, upon request to military recruiters and to institutions of higher education.” (No Child Left Behind) As required by law, B.R.H.S. will provide an opportunity for parents to indicate if they do **NOT** want this material released to either party. This will be done each year and will be included in the opening of school paperwork, emergency forms, etc. Parents or students with questions should contact the school.

### **School Insurance**

School insurance will be offered at the beginning of the school year. Since the C.S.D. has a \$300,000 deductible, taking the modestly priced school insurance is recommended.