

# Brewer High School

## Student Handbook 2018-2019

The purpose of this handbook is to acquaint students and their parents with the basic protocols and expectations for students at Brewer High School. While this handbook addresses many situations commonly encountered in our school, it can by no means predict them all and can only serve as a general guide. Specific policies and regulations are available from the Superintendent of Schools. This handbook is updated annually but is continually subject to change as we address new situations that arise.

### **Brewer High School**

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[www.breweredu.org](http://www.breweredu.org)

[www.brewerhs.org](http://www.brewerhs.org)

Principal	Mr. Brent Slowikowski
Asst. Principal	Ms. Samantha Pangburn
Director of Guidance	Mr. Perry Bennett
Athletic Director	Mr. David Utterback
Resource Officer	Mr. Peter Rancourt

**Brewer High School Pledge**

**I promise**

to walk these halls with confidence,  
while showing respect to those around me.

**I am**

responsible for what my peers and I put forth  
because we know the quality of work produced  
is a testament to our integrity.

**I hold**

caring for others to be a top priority,  
along with staying honest, because  
we expect one another to do the same.

**I know**

that one day I will leave these halls,  
and represent this community  
by showing others everything  
I was taught to be at

**BREWER HIGH SCHOOL.**

*Sebastian Bennage  
Class of 2014*



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## **SECTION A: SCHEDULE AND CALENDAR**

### **Daily Schedule**

<b>Warning Bell</b>	<b>7:45</b>	<b>Total Minutes</b>
<b>Block 1</b>	7:55-9:08	73
<b>Block 2</b>	9:13-10:26	73
<b>Witches Meeting</b>	10:31-11:09	38
<b>Block 3</b>	11:14-12:52	73
<b>Lunch A</b>	11:09-11:34	25
<b>Lunch B</b>	11:49-12:14	25
<b>Block 4</b>	12:57-2:10	73

**Witches Meeting:** This time is to be used for academic purposes. Using the Enriching Students software tool, students, teachers and administrators will be able to “tag” classroom sessions for academic supports. This time allows students to get support, make-up quizzes and tests when absent, and even participate in extra learning seminars on various topics. **All students are expected to be signed up for a “learning experience” each witches meeting and stay in that class for the duration of that block.**

2018 - 19 Calendar

Policy ICA

**BREWER SCHOOL DEPARTMENT  
2018-2019 SCHOOL CALENDAR**

2018					2019					2019					
<b>AUGUST 2 (5)</b>					<b>JANUARY 21 (21)</b>					<b>JUNE 11 (12)</b>					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
		1	2	3		H	2	3	4	3	4	5	6	7	
6	7	8	9	10	7	8	9	10	11	10	11	12	13	14	
13	14	15	16	17	14	15	E	17	18	L/E	W	19	20	21	
20	21	22	NI	24	H	22	23	24	Q	24	25	26	27	28	
W	W	W/O	B	31	28	29	30	31							
<b>SEPTEMBER 19 (19)</b>					<b>FEBRUARY 15 (15)</b>					<b>JULY</b>					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
H	4	5	6	7					1	1	2	3	H	5	
10	11	12	13	14	4	5	6	7	8	8	9	10	11	12	
17	18	19	E	21	11	12	13	14	15	15	16	17	18	19	
24	25	26	27	28	H	19	20	21	22	22	23	24	25	26	
					25	26	27	28		29	30	31			
<b>OCTOBER 21 (22)</b>					<b>MARCH 20 (21)</b>										
M	T	W	T	F	M	T	W	T	F						
1	2	3	4	W					1						
H	9	10	11	12	4	5	6	7	W						
15	16	17	18	19	11	12	13	14	T						
22	23	24	25	26	18	19	20	21	22						
29	30	31			25	26	E	28	29						
<b>NOVEMBER 17 (18)</b>					<b>APRIL 17 (17)</b>										
M	T	W	T	F	M	T	W	T	F						
			1	Q	1	2	3	4	Q						
5	6	7	8	9	8	9	10	11	12						
H	13	14	15	16	H	16	17	18	19						
E/C	C	21	H	23	22	23	24	25	26						
26	27	28	29	T	29	30									
<b>DECEMBER 15 (15)</b>					<b>MAY 22 (22)</b>										
M	T	W	T	F	M	T	W	T	F						
3	4	5	6	7				1	2	3					
10	11	E	13	14	6	7	8	9	10						
17	18	19	20	E	13	14	15	16	17						
24	H	26	27	28	20	21	E	23	24						
31					H	28	29	30	31						

- KEY**
- \_\_ = Students not in attendance that day
  - B = First Student Day, Pre-K - 12
  - C = Parent Teacher Conferences
  - D = Early dismissal at 11:00 AM for 9-12 ONLY; 8th grade step-up day
  - E = Early dismissal at 11:00 AM for grades 5-12; 12:00 PM grades K-4 (NO Pre-K)
  - H = Holiday
  - L = Last student day
  - O = Orientation for 9th grade and new high school students; dismissal at 11:00 AM
  - Q = End of Quarter ranking period 9-12
  - T = End of Trimester ranking period PreK-8
  - W = Teachers' workshop-no students
  - NT= New Teacher Orientation

**HOLIDAYS- no school**

- July 4 Independence Day
- Sept. 3 Labor Day
- Oct. 8 Columbus Day
- Nov. 12 Veterans' Day (observed)
- Nov. 22 Thanksgiving Day
- Dec. 25 Christmas
- Jan. 1 New Year's Day
- Jan. 21 Martin Luther King
- Feb. 18 Presidents' Day
- Apr. 15 Patriots' Day
- May 27 Memorial Day

**SPECIAL EVENTS**

- Aug.28 - Open House: PreK-K - 4:30 PM to 7:00 PM
- Grades 1-4 - 6:30 PM to 8:00 PM
- Aug 29 - Open House Grades 5-8 - TBA to TBA
- Sept. 4 - Classes begin at United Technologies Center
- TBA - High School Parents' Night
- Nov 19-20 - Parent/Teacher conferences times TBA
- June 9 - High School Graduation

**Ranking Periods PreK - Grade 8 To be revised once first student day determined.**

- First trimester begins on August 30 and ends November 30 (59 days)
- Second trimester begins on December 3 and ends on March 15 (61 days)
- Third trimester begins on March 18 and ends on June 17 (60 days)

**Ranking Periods Grades 9 -12**

- First quarter begins on August 30 and ends on November 2 (44 days)
- Second quarter begins on November 5 and ends on January 25 (47 days)
- Third quarter begins on January 28 and ends on April 5 (44 days)
- Fourth quarter begins on April 8 and ends on June 17 (45 days)

*This calendar allows for five (5) storm days due to inclement weather or other emergencies. Parents, students, and employees should anticipate adjusting the school year in June (shortening or extending) depending on the number of storm days used.*

Adopted: April 2, 2018

**2018-2019 Important Dates**

August 27-28	Staff Inservice (no school)
August 29	Orientation for 9 <sup>th</sup> grade and new students
August 30	First student day, all students
September 3	Labor Day (no school)
September 20	Early dismissal (11 AM)
September 26	Parents' Night
October 5	Staff Inservice (no school)
October 8	Columbus Day (no school)
November 12	Veteran's Day (no school)
November 19 & 20	Parent Teacher Conferences
November 21 - 23	Thanksgiving Break (no school)
December 12	Early dismissal (11 AM)
December 24 – January 1	Vacation
January 2	School reopens
January 21	Dr. Martin Luther King Day (no school)
January 16	8 <sup>th</sup> grade step-up day; Early dismissal (11 AM)
February 18 - 22	Vacation
March 8	Staff Inservice (no school)
April 15 - 19	Vacation
May 22	Early dismissal (11 AM)
May 27	Memorial Day (no school)
June 9	Graduation
June 15	Last day for students (tentative)

*This calendar allows for five days due to inclement weather. Adjustments will be made in June if more or fewer than five days are used.*

**Ranking periods**

1 <sup>st</sup> Quarter	August 30 – November 2
2 <sup>nd</sup> Quarter	November 5 – January 25
3 <sup>rd</sup> Quarter	January 28 – April 5
4 <sup>th</sup> Quarter	April 8 - June 17

**SECTION B: ATTENDANCE**

**ATTENDANCE AND TARDY POLICY**

The faculty and administration of Brewer High School believe that regular classroom attendance is necessary for a successful learning experience. Regardless of the cause of the absence or efforts on the part of the student to make up missed work, classroom experiences cannot be

duplicated and consistent attendance is essential for a student's academic success. Regular attendance is the responsibility of the student.

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

- Personal illness
- An appointment with a health professional that must be made during the regular school day
- Observance of a recognized 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
- Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development center placement or some other out-of-district placement that is not otherwise authorized by either an individualized education plan or other education plan or a superintendent's agreement developed in accordance with section 5205, subsection 2. This paragraph does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

A student is expected to be in school every day that school is in session unless excused for one of the above reasons. In making a determination of an excused vs. an unexcused absence, the school administration will refer specifically to the Maine State Statutes; any absence for a reason not listed above will be considered an unexcused absence. This includes students who are absent from school with the consent of their parent/guardian but whose absence does not fall within the above reasons specified by state law. Examples of such reasons include, but are not limited to, missing the bus, oversleeping, a haircut appointment, shopping, a trip not approved in advance, and running errands.

Family trips are considered unexcused absences, unless the student has obtained prior administrative approval. (Note: Only one family trip per year will receive administrative approval.) Upon approval, the student must return a pre-approved absence form, signed by all of their teachers, to the office prior to the absence. Forms are available in the main office. A reasonable deadline for makeup work will be established upon approval by the administration.

Upon return from an excused absence, it is the responsibility of the student to see his/her teachers on the day they return to school to receive the makeup work.

**Procedure for student absences:** When a student is absent, his/her parent or guardian should call the school at 989-4140 before 9 AM to report the absence. In addition, the student must also bring a signed note no later than the second day of their return to school; late notes will not be accepted. Unless the school is notified by note, the absence will be treated as an unexcused absence.

A doctor's note is required for three or more consecutive days absence. Only specific dates referenced in notes from a medical provider will be considered excused.

**Unexcused absences:** Students who accumulate a total of five unexcused absences in a semester may lose the privilege of attending field trips or other school-sponsored, off-campus activities for that semester.

Students who accumulate a total of seven unexcused absences in a semester course, or 14 unexcused absences in a year-long course, may lose the ability to obtain a letter/number grade in that class. However, credit may still be granted if the student has a passing final grade and passes the final exam. In this case, the student will receive a "Credit Only" (CO) on their report card and transcript, which will indicate the student is receiving credit for the course without a letter grade. For averaging purposes, the CO will count as a 70.

### **DISMISSALS**

When students require an early dismissal from school because of doctor's appointments, it is necessary to bring a note from home stating the time and reason for early dismissal and a parent's contact phone number. Notes should be presented to the office upon arrival at school. For reasons of liability, telephone calls requesting dismissals will not be honored. Brewer High School is a closed campus and students will not be permitted to leave campus without prior written confirmation. Any student found to have forged an absence/dismissal note will be suspended from school and a more reliable means of verifying absences/dismissals will be instituted for that student.

Study halls are considered classes and students will not be dismissed during study halls to run errands, etc. The same expectation will hold true for assemblies, guest speakers, etc. By prior arrangement, driving lessons can be scheduled during study halls but any class time missed will be considered unexcused.

Students who are ill and need to leave school must first be cleared for dismissal by the school nurse. Students who leave without permission of school officials, even those with parent permission, will receive unexcused absences in all classes missed and will be subject to disciplinary consequences. All students must check out with the office prior to leaving for a dismissal.

### **TARDIES**

Students are allowed three (3) unexcused tardies each quarter. Upon the fourth tardy in a quarter, a detention will be issued. Each unexcused tardy after that will result in progressive disciplinary action.

### **PARTICIPATION RULE**

In order to be eligible to participate in after school activities, a student must be present for a minimum of 2 blocks on that day and be eligible to participate under eligibility guidelines.

## **SECTION C: ACADEMICS**

### **VISION STATEMENT**

Brewer School Department will be an innovative learning community preparing students to reach their full potential as leaders, learners and critical thinkers in a complex and changing world.

### **MISSION STATEMENT**

Brewer School Department educates all students through relevant and engaging instruction to achieve personal success and contribute to their community.

### **CORE VALUES**

1. We agree to make decisions in the best interest of students.
2. We agree to promote positive relationships with all stakeholders, through transparent communication.
3. We agree to prepare students for entrepreneurial thinking, college, military and workforce readiness.
4. We agree to respect our community through cultural and instructional responsiveness and communicative practices.
5. We agree to develop personalized learning pathways for students through collaboration, student ownership, and goal setting.
6. We agree that we will enhance our craft through personal and professional development, collaboration, and continuous improvement.
7. We agree to use cutting edge technology to enhance highly engaged teaching and learning.

### **EXPECTATIONS FOR STUDENT LEARNING**

#### ***Academic***

Brewer High School students:

- Read effectively
- Write effectively
- Speak and listen effectively
- Use technology effectively
- Recognize and solve problems effectively
- Demonstrate research skills that enable informed decision making and reasonable conclusions
- Gain and apply new knowledge, skills, and ideas across disciplines and to real life situations

#### ***Civic and Social***

Brewer High School students:

- Understand the rights and responsibilities of citizens in democratic and global societies
- Demonstrate integrity through cultural understanding and ethical behavior while accepting responsibility and consequences for actions
- Exhibit good citizenship in the school, community, world, and online
- Demonstrate innovation, flexibility and adaptability in thinking patterns, work habits, and

working/learning conditions

- Work independently and collaboratively to solve problems and accomplish goals
- Exhibit curiosity about new concepts and the application of new knowledge

## **STUDENT SERVICES**

Student Services at Brewer High School offers support through the guidance office, addressing the learning, personal/social, and career development needs of the student body.

Students may schedule individual appointments with their counselors. Your counselor is a person with special training in human relations with whom you can discuss your problems in confidence. The counselor is interested in helping you learn how to make wise decisions but will not make those decisions for you. The counselor will also visit classrooms and distribute test information, school requirements for graduation, and other information important to students.

## **GRADUATION REQUIREMENTS**

### **(Policy IKF)**

For the Brewer High School classes of 2019 & 2020, the following graduation requirements remain in effect:

English: Four (4) credits (Grade 9, 10, 11, 12)

Fine Arts: One (1) credit

Health: One half (1/2) credit

Mathematics: Four (4) credits

Physical Education: One (1) credit

Social Studies: Three (3) credits (including (1) year of U.S. History

Science: Three credits (3) one must have a laboratory component

Integrated Technology: ½ credit (Students who enroll at BHS after grade nine may meet this requirement by taking an approved alternative technology course.)

Electives: The remaining seven credits may be selected by the student on the basis of his or her interests, abilities and plans following graduation.

**TOTAL REQUIRED CREDITS: 24**

Credits shall be awarded as follows:

- Semester courses - ½ credit will be awarded if the final semester average is 70 or higher.
- Full year courses - one credit shall be awarded if the final yearly average is 70 or higher. The final yearly average will be the first and second semester averages added together then divided by two.

- If a year course is double blocked two credits shall be awarded.

Beginning with the class of 2021, all students attending Brewer High School must meet the following graduation requirements:

English: Four (4) credits

Visual Performing Arts: One (1) credit

Health: Half (1/2) credit

Mathematics: Four (4) credits

Physical Education: One (1) credit

Social Studies: Three (3) credits

Science and Technology: Four (4) credits

World Languages: Two (2) credits

Career and Education Development One (1) credit

**TOTAL MINIMUM REQUIRED CREDITS FOR DIPLOMA: 20 CREDITS**

All students will demonstrate that they have achieved proficiency in the content-areas of the Maine Learning Results. The content areas are:

1. English Language Arts
2. Mathematics
3. Social Studies
4. Science and Technology
5. Health Education and Physical Education
6. Visual and Performing Arts
7. World Languages
8. Career and Education Development

The Brewer High School administration, faculty, and staff will develop and apply a set of measurement learning topics and learning targets that align with the content-area standards of the Maine Learning Results.

To satisfy graduation requirements, all students must be engaged in proficiency-based educational experiences in the content areas of English Language Arts, Mathematics, Science, and Technology in each year of their secondary school program.

All students will demonstrate that they have achieved proficiency in the cross-curricular Guiding Principles of the Maine Learning Results.

The Guiding Principles state that each Maine student must leave school as:

1. A clear and effective communicator
2. A self-directed and lifelong learner
3. A creative and practical problem solver
4. A responsible and involved citizen
5. An integrative and informed thinker

All Freshmen and Sophomores may have only one (1) study hall on their schedule unless otherwise approved by the Student Success Team, Individualized Education Program, or the Principal. Juniors and Seniors may have only two (2) study halls on their schedule. Students are encouraged to take a rich course load looking at multiple pathways to meet their learning needs.

### **Multiple Pathways**

Brewer High School offers all students multiple learning options that allow students to demonstrate proficiency on expected learning targets, earn academic credit, and satisfy graduation requirements. Brewer High School also encourages its students to explore a broad range of learning experiences, including outside-of-school options.

To pursue outside-of-school learning options, students should work with their guidance counselor to develop a plan. Learning options may include, but are not limited to, the following:

1. Academic courses offered by the school
2. Dual enrollment or early college courses
3. Career and technical education programming
4. Online or virtual learning options
5. Alternative or at-risk programming
6. Apprenticeships, internships, field work, work study or exchange experiences
7. Independent studies or long-term projects

### **Special-Education Services**

Students who successfully meet Brewer High School's cross-curricular and content-area graduation standards, as specified in the goals and objectives of their Individualized Education Plans (IEP), will be awarded diplomas.

### **Early Awarding of Diplomas**

The Brewer School Department recognizes that on occasion, exceptional circumstances will enable a student to complete graduation requirements in fewer than four years. Any current sophomore who is considering graduating early must meet with his/her guidance counselor and have a plan approved by June 1<sup>st</sup> of the sophomore year in order to be considered for early graduation. Permission to graduate early must be granted by the Principal and the Superintendent.

**Extended Study**

Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of twenty (20) at the start of the school year. (For the purpose of this regulation, the start of the school year is defined in Maine as July 1.) 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 Program.

**Transitional Advantage Program Diploma**

This program is designed to assist students who face significant challenges due to a diagnosed disability who are not able to meet the established requirements of a standard diploma. Extensive focus is placed on activities of daily living and work experiences. Courses offered through the Transitional Advantage Program include, but are not limited to, functional academic courses, life skills, and work experience opportunities. The awarding of a Transitional Diploma versus a certificate of attendance is determined on an individual basis according to the student's Individual Education Program (IEP).

**Honors Diploma**

Students awarded an Honors Diploma must meet the same requirements as the standard diploma plus the following:

1. One (1) additional credit in mathematics
2. One (1) additional credit in science
3. One (1) additional credit in social studies
4. Three (3) credits in the same modern language
5. Six (6) seminars and two (2) field trips

In addition, students must complete an application and interview process, complete a minimum of ten (10) Honors/AP courses, earn a 90 cumulative grade point average over seven (7) semesters, complete all required seminars and field trips, complete a Senior Capstone Project, meet all course requirements, meet all proficiency levels with a 3.0 or higher, meet all measurement topic strands with a 3.5 or higher in order to be awarded an Honors Diploma.

**Participation in Graduation Ceremony**

In order to participate in the graduation ceremony, the following requirements must have been fulfilled before graduation day:

- Students must complete all requirements for a high school diploma or a certificate of attendance.
- All outstanding disciplinary matters must be resolved.
- Students must have paid all fees and fines owed to the school.

**Honors and Awards at Graduation**

In order to be eligible for honors or awards based wholly or in part on academic achievement (e.g. valedictorian, salutatorian, class speaker), a student must have been enrolled full time at

Brewer High School for two (2) years immediately preceding graduation. Students who do not meet this enrollment requirement will not be “ranked” for the purpose of determining eligibility for graduation honors, awards, or scholarship.

### **Awarding of Proficiency-based Diploma**

In some circumstances, a student may have the opportunity to meet all of the required proficiencies for a Brewer High School Diploma but not have the required number of credits. These students must appeal to the principal. This appeal would include a thorough review of the student’s learning portfolio that demonstrates the learning target strands of a 3.0 or higher in all eight content area strands and the guiding principles. All other graduation requirements must be met except for the number of credits. This may happen for example if a student does an outside pathway to demonstrate learning of standards instead of a credit based class.

### **Transfer Students**

For students who transfer to Brewer High School from another state, country, school, program, or home-schooling situation, including educational programs that are not aligned with Brewer High School’s cross-curricular and content-area learning targets, the Principal shall evaluate the value of the student’s prior educational experiences and determine to what degree the student has met the school’s graduation requirements. After enrolling in Brewer High School, these students will need to satisfy all assessment, proficiency, and graduation requirements in the appropriate subject areas, as determined by the Principal. The Superintendent will ultimately determine whether these students are eligible to receive a diploma.

### **Home-Schooled Students**

For home-schooled students wishing to receive a diploma from Brewer High School, the Principal shall evaluate the value of the student’s prior educational experiences and determine to what degree the student has met the school’s graduation requirements. After enrolling in Brewer High School, these students will need to satisfy all assessment, proficiency, and graduation requirements in the appropriate subject areas, as determined by the Principal. A home-schooled student must have attended Brewer High School for a minimum of two (2) years or four (4) semesters to be eligible for a diploma. This must occur immediately prior to the awarding of the diploma. A home-schooled student must meet the residency requirement in order to attend Brewer High School.

### **Misc.**

Seniors not graduating are permitted to attend the Senior Banquet and Senior Prom.

### **ADD/DROP PROTOCOL**

- Students in grades 9 and 10 must carry at least 7 credits.
- Students in grades 11 and 12 must carry at least 6 credits.
- Course changes will be limited to scheduling errors or scheduling conflicts as long as class sizes remain at the appropriate minimum levels. All student-initiated changes must occur within the designated add/drop period at the beginning of the school year. The designated add/drop period at the beginning of the second semester is for semester 2 courses only.
- No changes outside of the add/drop period will be considered without extenuating circumstances and the approval of the teacher of that course and the principal. Teacher-initiated changes will be considered for placement issues at any time during the year with the permission of the parent, counselor, principal and case manager, when appropriate.

A student who gains permission to drop a course after the (add/drop) period, will have that course show on their transcript as withdraw failing or withdraw passing.

- Courses required for graduation may only be dropped in cases of scheduling error, scheduling conflict or an alternative pathway has been determined to best meet the needs of the student at that time by the administrative team.
- Exceptions to this protocol may be granted by the principal.

## **GRADING POLICY**

Numerical grades are broken down into the following letter grade ranges:

A=93-100, B=85-92, C=77-84, D=70-76, F=Below 70

In order to be eligible for Honor Roll, a student must be taking the minimum required number of courses for each grade level. Full and half-credit courses are used to determine averages.

Determination of honor roll status and high honor roll status will be calculated by quarter grades.

**High Honors:** 93 or above average. No grade lower than 85.

**Honors:** 85 or above average. No grade lower than 77.

**Academic Letter:** Any student who makes high honors for three ranking periods during a school year will receive a “B” letter for academics.

**Brewer Scholars:** Determined at the end of the seventh semester, Brewer Scholars will wear the honor medal at graduation, and represent the top ten percent of the graduating class, as determined by GPA.

## **Habits of Work Grading**

All students will be assessed on their ‘Habits of Work’ (HOW). HOW scores will be based on preparing for and attending class, engaging in class, demonstrating effort and perseverance, and conducting oneself respectfully. Scores will be reported in Progress Reports and End of Quarter Report Card.

[Habits of Work Rubric on following page]

## Brewer High School Habits of Work Rubric

Criteria	(1) I rarely . . .	(2) I sometimes . . .	(3) I consistently . . .	(4) I consistently demonstrate all of '3' and I often . . .
<b>Prepares for and attends class</b> <i>Self-Directed and Lifelong learner</i>	<ul style="list-style-type: none"> <li>am in class on time with required materials</li> <li>complete all assignments on time and with care</li> </ul>	<ul style="list-style-type: none"> <li>am in class on time with required materials</li> <li>complete all assignments on time and with care</li> </ul>	<ul style="list-style-type: none"> <li>am in class on time with required materials</li> <li>complete all assignments on time and with care</li> </ul>	<ul style="list-style-type: none"> <li>demonstrate initiative in starting, organizing, and completing tasks</li> <li>read or conduct research beyond what is expected</li> </ul>
<b>Engages in class</b> <i>Involved Citizen</i>	<ul style="list-style-type: none"> <li>participate constructively in class</li> <li>actively listen to and positively engage in discussions with peers and teacher</li> <li>work with peers to accomplish tasks</li> </ul>	<ul style="list-style-type: none"> <li>participate constructively in class</li> <li>actively listen to and positively engage in discussions with peers and teacher</li> <li>work with peers to accomplish tasks</li> </ul>	<ul style="list-style-type: none"> <li>participate constructively in class</li> <li>actively listen to and positively engage in discussions with peers and teacher</li> <li>work with peers to accomplish tasks</li> </ul>	<ul style="list-style-type: none"> <li>encourage and build on others' contributions</li> </ul>
<b>Demonstrates effort and perseverance</b> <i>Creative and Practical Problem Solver</i>	<ul style="list-style-type: none"> <li>use instructional time to improve learning without distraction</li> <li>persevere when challenged</li> <li>use feedback effectively to revise work</li> <li>utilize additional resources or ask the teacher and/or peers specific questions when needed</li> </ul>	<ul style="list-style-type: none"> <li>use instructional time to improve learning without distraction</li> <li>persevere when challenged</li> <li>use feedback effectively to revise work</li> <li>utilize additional resources or ask the teacher and/or peers specific questions when needed</li> </ul>	<ul style="list-style-type: none"> <li>use instructional time to improve learning without distraction</li> <li>persevere when challenged</li> <li>use feedback effectively to revise work</li> <li>utilize additional resources or ask the teacher and/or peers specific questions when needed</li> </ul>	<ul style="list-style-type: none"> <li>seek feedback to improve the quality of my work</li> <li>extend the parameters of the assignment</li> <li>seek challenges and take risks</li> </ul>
<b>Conducts self respectfully</b> <i>Responsible Citizen</i>	<ul style="list-style-type: none"> <li>behave ethically and treat myself and others with respect</li> <li>use all facilities and materials with care and return them to their proper places</li> <li>use appropriate language to communicate politely and kindly, and actively listen to the ideas of others</li> </ul>	<ul style="list-style-type: none"> <li>behave ethically and treat myself and others with respect</li> <li>use all facilities and materials with care and return them to their proper places</li> <li>use appropriate language to communicate politely and kindly, and actively listen to the ideas of others</li> </ul>	<ul style="list-style-type: none"> <li>behave ethically and treat myself and others with respect</li> <li>use all facilities and materials with care and return them to their proper places</li> <li>use appropriate language to communicate politely and kindly, and actively listen to the ideas of others</li> </ul>	<ul style="list-style-type: none"> <li>encourage my peers to behave ethically and/or treat others with respect</li> </ul>

**Grade Point Average**

Brewer High School will employ a consistent system of grading, scoring, and aggregating proficiency that will produce a rolling and cumulative Grade Point Average for each student. The Grade Point Average will be reported on the official Brewer High School transcript and will be used to determine Latin honors in accordance with the following categories of academic distinction described in the district Academic Recognition policy:

*Summa Cum Laude* (with highest honors): a minimum GPA of 3.9

*Magna Cum Laude* (with great honors): a minimum GPA of 3.7

*Cum Laude* (with honors): a minimum GPA of 3.

Freshman and Sophomore students will participate in a dual reporting system. This means that teachers will record proficiency of learning targets in our new system Empower AND also record summative grades using the 0-100 grading scale in Infinite Campus. Freshmen parents will receive progress reports and report cards from both systems.

The Brewer School Department has a Family Grading Guide on the Brewer High School Webpage that outlines our beliefs and practices in detail.

**MAKEUP WORK POLICY**

With excused absences, students are responsible for contacting each teacher and obtaining assignments missed upon the day of return. Students are also responsible for learning any of the instruction that was missed through readings, videos, or other students' class notes. A teacher

may give a different assignment based on the learning that was missed. Students will then have a minimum of two class meetings from the day of return to submit any missed work. At the discretion of the teacher, time may be extended for make-up work for extenuating circumstances. Credit shall be given on the same basis as though completed during the regular academic schedule.

### **REPORTING SYSTEM**

At anytime, parents and students have access to Infinite Campus for attendance, credits and the progress on traditional grades. Empower is our Learner Management System that will be tracking the graduation requirements for learning targets. Eight times of the year students and parents will get a progress report on learning target grades and Habits of Work grade. Parent teacher conferences are officially held once a year, however, students and parents may have conferences with teachers at any time during the school year.

### **ADVANCED PLACEMENT COURSES**

Students enrolled in Advanced Placement courses will receive the equivalent of one letter grade extra (8 points) in figuring semester cumulative grade point averages. This, in turn, will affect class rank. The individual quarter grades and exam grades will still reflect achievement of students in Advanced Placement classes. Advanced Placement testing will take place in early May (morning and/or afternoon sessions dependent upon subject area.) **Students enrolled in Advanced Placement courses are expected to take the AP exam.** Students who choose not to take the AP exam will not receive the AP designation on their transcript or the weighted GPA. Instead, the course will be designated as Honors.

### **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization whose purpose is to create enthusiasm for scholarship, to promote leadership, to stimulate desire to render service, and to develop character in students of secondary schools. Eligible students may apply after their fifth semester and again at the beginning of their senior year and candidates are considered on the basis of their proven leadership, service, and character.

### **INCOMPLETE POLICY**

All incomplete grades must be made up within two weeks of the end of the quarter. A learning plan must be completed with your teacher and agreed upon of how you will get your work done by this time.

### **AWARDING OF CREDITS FOR CLASS OF 2021**

Credit will be assigned based on the learner demonstrating evidence of completion of the learning targets. Since foundational learning happens at a score of 2 on our 4-point scale, students that earn a minimum of a 2.5 course average will earn credit for the course. Students will still need to demonstrate proficiency at a 3.0 level in additional courses or pathways to receive a diploma.

### **MANDATED TESTING**

State mandated tests will be administered on a schedule determined by the Maine Department of Education. All third-year high school students will take SATs on April 9, 2019. The MEA Science Assessment will be administered on a date between April 1 and April 12, to be determined by school administration.

## **SECTION D: STUDENT EXPECTATIONS**

Brewer High School holds high expectations for all students. Among them are honesty, excellent attendance, promptness, and personal responsibility for academic performance and behavior.

### **SYSTEM-WIDE STUDENT CODE OF CONDUCT**

Ethical and responsible behavior is an essential part of the educational mission of our schools. To that end, the Committee has developed this System-Wide Code of Conduct with input from school staff, students, parents and the community. The Code refines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment. Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

#### *Article 1: Standards for Ethical and Responsible Behavior*

The Code of Conduct is intended to support and encourage students to meet the following *Community of Caring* standards for ethical and responsible behavior: Respect, Trust, Responsibility, Caring, and Family

#### *Article 2: Code of Conduct*

All students are expected to comply with the Code of Conduct and all related Committee policies and school rules. The Code applies to students:

- on school property
- while in attendance at school or at any school-sponsored activity on or off school property, or
- at any time or place that such conduct directly impacts the operation, discipline or general welfare of the school and the students.

#### *Article 3: General Behavior Expectations and Discipline Policies*

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Committee policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

#### *Article 4: Expectations*

The following is a summary of the school Department's expectations for student behavior. In many cases, the Committee has adopted policies that address these expectations in greater detail.

Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In cases of an inconsistency between the Code of Conduct, Committee policies and/or school handbooks, Committee Policies will prevail.

#### A. Violence and Threats

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, bullying or harassment. Violations may result in disciplinary action up to and including expulsion.

#### B. Weapons

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce, harass, or bully another person (examples include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

#### C. Hazing

Hazing is prohibited. Maine law defines injurious hazing as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

#### D. Discrimination and Harassment/Sexual Harassment

Students shall not discriminate against other students on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin or disability. Nor shall students harass one another on the basis of race, color, sex, religion, ancestry, or national origin or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion. Victims are encouraged to inform guidance counselors, building principal, or other school personnel at their earliest opportunity. In addition, victims may inform the affirmative action officer, Andrea Jordan, at Brewer High School, 989-4140 or the Maine Human Rights Committee, #51 State House Station Augusta, ME 04333 | Phone: 207.624.6290.

NOTE: All formal complaints remain on active file with the affirmative action officer for the duration of a student's/employee's education/employment in the Brewer School System.

#### E. Drug and Alcohol Use

Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, or a look-like substance as described in Committee policy. Violations may result in disciplinary action up to and including expulsion from school.

#### F. Tobacco Use

Students shall not smoke, use, possess, sell, or distribute any tobacco products or electronic cigarettes/vapor pens. Violations of this policy may result in disciplinary action up to and

including suspension from school. Vape pens are also not allowed in school.

#### G. Conduct on School Buses

Students must comply with all Committee policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

#### H. Computer/Internet Use

Students may use school computers, networks and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action. **Each year a student must complete an acceptable use form.**

#### I. Co-Curricular Code of Conduct

Students must follow all Committee policies and school rules while participating in athletics and extracurricular activities. Students who violate Committee policies and/or school rules may be subject to suspension or removal from the team/activity as well as additional disciplinary action under Committee policies and/or school rules.

#### *Article 5: Removal of Disruptive/Violent/Threatening Students*

Students who are disruptive, violent, or threatening death or bodily harm to themselves or others may be removed from classroom, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.

If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.

Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.

The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school unit's crisis response plan if appropriate.

#### *Article 6: Students Receiving Special Services*

Referral. Brewer School Department has adopted policies and procedures for determining when a student shall be referred for special services.

Review of Individual Education Plan. The school shall schedule a PET (Pupil Evaluation Team) meeting to review the IEP of a student who has been removed from class when: a.) school officials and/or the parent believes the student may present a substantial likelihood of injury to

himself/herself or others; b.) the class removals are sufficient to constitute a change in the student's special education program; or c.) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

Time Out Rooms and Therapeutic Restraint. The Brewer School Department also established a policy on the use of time out rooms and therapeutic restraints as required by Maine statute.

*Article 7: Referrals to Law Enforcement Authorities*

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the school, students or staff. The Superintendent/administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

**ADMINISTRATION OF DISCIPLINE**

Like all schools, Brewer High has policies, rules, and regulations that need to be followed in order to ensure an organized and safe school setting where teaching and learning remain our top priorities. Disciplinary action, including warnings, detentions, suspensions, and expulsions, will be taken to promote a positive and safe learning environment. Appropriate disciplinary action will be dependent on the nature and seriousness of the offense, the disciplinary history of the student, and the attitude of the student toward the offense at hand.

The range of consequences for student misconduct is as follows:

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

- Failure to come to class prepared for work (pen, book, etc.)
- Distraction of other students
- Inappropriate/immature behavior
- Leaving class early
- Rude/disrespectful behavior
- Improper conduct
- Tardiness
- Abuse of pass system
- Cell phone violation

Recommended Level One Disciplinary Options

- Teacher warning
- Teacher detention or other consequences
- Loss of classroom privilege (ex: no pass list)
- Teacher contact of parent
- Parent/teacher meeting
- Referral to Administration

**Level Two Behaviors**—Level Two behaviors are more serious in nature and may be reported to the Main Office

- Habitual level 1 violations (3 or more incidences)
- Cutting class or study halls
- Defacing school property including student issued computers
- Vulgar/inappropriate language/gestures
- Bus violation
- Defiance
- Outside school building during class time without permission
- Threatening/confrontational behavior
- Inappropriate use of school computer
- Parking/driving violation
- Lunchtime infractions/throwing food or objects
- Failure to obey a reasonable request (Insubordination)
- Use of skateboards, roller blades, roller skates, etc. on school property. These items **should** be left at home. If brought to school for an afterschool event off premises, they need to be stored in your locker.

#### Recommended Level Two Disciplinary Action

- Parent notification
- Restricted laptop/technology privileges
- Administrative Detention
- Suspension depending on the nature and severity of the infraction
- Appropriate restitution if applicable
- Loss of extracurricular privilege
- Loss of parking/driving privileges

#### Level Three Behaviors—Must be reported to the Main Office

- Habitual violations of level 2 behaviors
- Cutting school
- Failure to serve assigned administrative detention
- Petty theft (less than \$20 value)
- Forgery for school-related purposes, false telephone calls, tampering with school documents
- Causing or provoking a major disturbance anywhere at the school or at school events
- Gambling
- Instigating, promoting, or videotaping a fight
- Sexual harassment, bias-motivated harassment, other harassment, hazing, bullying, intimidation
- Physical intimidation and/or threatening statements toward other students
- Vulgar, obscene or abusive language toward any adult
- Leaving the school campus without permission
- Accessing, possessing or transmitting pornography
- Tobacco possession/use including vape pens and similar devices
- Failure to identify
- Harassment (non-sexual)
- Possession and/or use of fireworks, caps, poppers, stink bombs, etc.

#### Recommended Level Three Disciplinary Action

- Parent contact
- Friday Extended detention (#2 and #3 above)
- 1-5 day suspension, depending on the nature and severity of the infraction
- Possible referral to counselor or social worker and/or law enforcement
- Loss of extracurricular privilege
- If AFJROTC student, may be placed on probation and/or removed from program depending on level 3 behavior.

Level 3 Behaviors may also result in referral to law enforcement, the school district's Affirmative Action Officer, or to appropriate counseling services.

**Level Four Behaviors**—Must be reported to the Main Office and the Principal

- Repeat level 3 violations
- Burglary, theft, unlawful possession of school property
- Vandalism
- Extortion
- Fighting
- Assault on a student
- Physical intimidation or threatening statements toward district personnel
- Possession, use, or being under the influence of alcohol, marijuana, or other prohibited or controlled substances
- Possession of drug paraphernalia
- Indecent exposure
- Engaging in a sexual act on school property
- Instigating or participating in gang/mob type of school disturbance
- Possession of a weapon other than a firearm
- Racial or ethnic insults/comments

**Recommended Level Four Disciplinary Action**

- Parent contact
- Police notification of criminal activity
- 5-10 day suspension; parent and student must meet with administrator and counselor before student is readmitted to school
- Student must participate in an appropriate type of counseling to address the student's behavioral problems before being readmitted to school. Program must be approved by student's guidance counselor and assistant principal.
- Loss of extracurricular privilege
- Possible referral to the Superintendent of Schools for a pre- expulsion hearing
- If AFJROTC student, removal from the program

Level 4 Behaviors may also result in referral to law enforcement, the school district's Affirmative Action Officer, or to appropriate counseling services.

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

- Repeat level 4 violations
- Sale or distribution of alcohol, marijuana, or other prohibited substances, paraphernalia or

material

- Possession or use of deadly weapon/firearm
- Arson
- Physical assault on district personnel
- Sexual assault
- Any other violent crime
- Participation in the issuance of a bomb threat

#### Recommended Level Five Disciplinary Action

- Parent contact
- Suspension from school with possible recommendation for expulsion
- Police notification of criminal activity
- Loss of extracurricular privilege
- If AFJROTC student, removal from the program.

Level 5 Behaviors may also result in referral to law enforcement, the school district's Affirmative Action Officer, or to appropriate counseling services.

#### **DETENTION**

The administration of Brewer High School operates a detention hall after school, twice a week for two hours. The detention hall will be used as a consequence for cut classes, excessive tardies, cell phone use, and for consequences of poor behavior. Failure to attend a one-hour office detention will result in a two-hour detention on the next available detention date. Failure to attend a two-hour detention will result in a one-day in-school suspension.

Teachers also may assign detention Monday through Friday. The length of time for teacher detention is established by the teacher. When a student is assigned both a teacher detention and an administrative detention for the same day, he/she will serve the teacher detention and administrative detention will be reassigned. If transportation is a problem for a student, a 24-hour notice of detention will be given. Failure to attend a teacher detention will result in a disciplinary referral to the assistant principal.

Work and after school activities (including school team/club involvement) are not considered legitimate reasons for missing office or teacher detention.

#### **SUSPENSION**

Suspensions serve one of three purposes:

- to serve as a consequence for unacceptable behavior
- to provide a cooling off period for individuals in an altercation
- to allow a waiting period for subsequent action such as a parent conference, decision on withdrawal, or due process for expulsion

Suspension may be up to 10 days which may be extended by the superintendent. The suspended student and their parent will be notified of the charge. These 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 any time or place directly interferes with the operations, discipline, or general welfare of the school.

Students are suspended the same day of the infraction whenever possible, and are not permitted to attend classes, even if they cannot be sent home for some reason. A student suspended in the morning will be sent home and that day will count only if the lunch periods have not yet begun. If suspended in the afternoon, they will still be sent home and the official count will begin the following day for the purposes of determining the total number of days suspended.

Students shall be allowed to make up all school work missed due to suspensions; all such work is due on the day they return to school and it is the responsibility of the student to arrange for pickup of such work while they are suspended. In cases where certain assignments--such as lab work--can only be done at school, the student needs to make arrangements with the teacher to get this work done upon return to school or the teacher may give an alternate assignment.

In cases where student conduct is a violation of the law, incidents will be referred to the appropriate law enforcement agency. Students who have received multiple suspensions or those involved in egregious violations will be referred to the Superintendent of Schools.

### **DRESS CODE**

Students are expected to adhere to standards of cleanliness and dress that are compatible with a safe and respectful school learning environment. The Brewer School Committee has established the following specific restrictions and requirements for student dress. In addition, school administrators are authorized to impose additional restrictions when, in their judgment, a student's dress disrupts the educational process or poses a threat to health or safety.

Headwear: Caps, hats, hoods, bandanas and sports or winter headbands are prohibited from the time they enter the buildings until they exit unless a student has a valid medical or religious reason.

Pants, Shorts, Skirts, Dresses: Clothing shall be neat and clean, and appropriate for an educational setting. Revealing apparel (including but not limited to halter tops, tube tops, backless shirts, see through clothes, off the shoulder shirts and very short skirts and shorts) are not allowed.

Clothing with Logos, Pictures or Messages: References to drugs, alcohol, tobacco, sexual activity, or illegal acts are not permitted. The school administration is authorized to prohibit other logos, pictures or messages, which are determined to be disruptive to the school's learning environment.

Jewelry and Accessories: No jewelry or accessories that could be used as a weapon, mar or destroy school property, or pose a safety risk to the student or others will be allowed on school property.

Footwear: Footwear must be worn at all times in school and/or on school grounds and should be appropriate for an educational setting. Athletic shoes with cleats or spikes are not allowed in school buildings.

For health and safety reasons students maybe required to wear certain clothing to participate in physical education, certain extracurricular activities, work around machines or other activities.

Students who come to school dressed inappropriately will receive a warning, and depending upon the infraction, may be sent home to change. Any school time missed must be made up after school. Administrators have the authority to suspend students for severe and/or repeated infractions of the dress code. Students whose infractions directly interfere with the operations, discipline or general welfare of the school may be disciplined in accordance with other applicable School Committee policies.

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection are inappropriate at school and at school activities. Students must not engage in prolonged kissing or hugging, inappropriate touching, or other disruptive actions. No sexual conduct of any kind is allowed on school property or at school-sponsored functions (dances, sporting events, OE camping trips, field trips, music trips, etc.) Such behavior will result in disciplinary action.

### **PLAGIARISM**

Students found to have plagiarized academic assignments will receive no credit for such work and are subject to disciplinary consequences. Examples of plagiarism include turning in a paper retrieved from an outside source or copying a portion of another's work without citing it.

### **SUBSTANCE ABUSE POLICY**

In school or at school-related functions, a student shall not use, have in possession, buy, sell, or give a beverage containing alcohol (regardless of quantity), marijuana, tobacco, or any other substance defined by law as a drug, an over-the-counter drug, or a look-alike drug. Brewer High School is a tobacco free zone and as such, all students are not to possess tobacco on their person or in their vehicles, including those that are eighteen years of age.

Students attending Brewer schools and school events are expected to be chemical free. Students in possession of or under the influence of drugs will be suspended for up to ten days for violation of school policy and will be referred to the Brewer Police Department for violations of the law. Those found to be under the influence at after-school activities may lose the privilege of attending such activities.

### **BUSES**

#### **General**

Brewer School Department is committed to providing safe and orderly transportation for all students. Any behavior on a bus which jeopardizes safety and order is unacceptable. Generally, the expectations for student behavior at school are extended to the bus. The right of students to ride any school bus is conditional on their behavior and observance of rules pertaining to proper conduct. Bus drivers are authorized to enforce bus rules.

#### **Meeting the bus**

All students will be ready in the morning at the assigned bus stop at the appropriate time. The bus will not wait for those who are tardy.

#### **On the bus**

Students shall follow general code of conduct expectations while on the bus. If the driver wishes, he/she may assign students to specific seats on the bus. Students shall refrain from talking with

the driver except in an emergency. Damage done to seats or other equipment must be paid for by the student.

### **Disciplinary Procedures**

It is the responsibility of the bus driver to document all disciplinary actions taken, other than verbal warnings, on the appropriate form. Forms must be fully filled out, dated, and signed by the driver or substitute actually witnessing the infraction. Copies of the bus discipline slip shall be distributed as follows:

- one copy for driver file
- two copies to principal – one of which to be mailed to parents

Each driver shall maintain his/her own file of discipline reports for the purpose of identifying repeat offenders.

### **Infractions leading to school suspension.**

Certain infractions are serious enough in nature to require school suspension as discipline. School suspensions can only be issued by the offender's principal/assistant principal and that principal/assistant principal shall, in consultation with the driver, determine the severity of the offense and the appropriate disciplinary action.

### **SELLING ITEMS AT SCHOOL**

The only items that can be sold at school are school sponsored fundraisers or special events that have been approved by the principal. Individuals are not allowed to sell soda, candy, slim jims, cookies, etc. at anytime while on BSD property.

### **SKATEBOARDS/ROLLERBLADES ETC.**

Skateboards, roller blades, roller skates, etc. shall remain secured in lockers if they are brought to school. These items are not permitted to be used on school grounds at any time.

### **THEFT OF PROPERTY**

Brewer High School assumes no responsibility for lost or stolen items. Students should plan to bring only items essential for their education to school with them and are urged to keep all valuables locked away at all times. A lost and found box is maintained outside the library.

### **VEHICLES**

Students should remember at all times that driving to school is a privilege. The maximum speed is 10 mph on school grounds and while entering or leaving school property. Drivers who operate their vehicles in a dangerous fashion or park illegally may have their driving privileges suspended or revoked and law enforcement may be contacted. Vehicles must be parked within designated spaces only and must not park on lawns.

Students should not loiter in vehicles and should plan to enter the building upon arrival each morning. During the school day and during lunch, students are not permitted to go to, sit in, or move parked cars on school property without permission from the office. Students driving motorcycles must adhere to the rules for cars.

Handicapped parking places have been reserved at the front of the building, near the main office

entrance and the gym entrance. Visitor spaces at the front of the building are also available and located in the same areas. Places must be left open for such visitors as parents, invited guests, and vendors.

## **SECTION E : GENERAL INFORMATION**

### **ANNOUNCEMENTS**

Announcements are made twice daily and are posted in the main office. Close attention to announcements and posted notices will keep students informed about available opportunities and reminded of expectations.

### **CAFETERIA**

Brewer High students have a variety of options for school lunch. A complete hot lunch may be purchased each day. Students may also choose a la carte items such as sandwiches, snacks, juice, and milk; or they may bring their own lunches. Breakfast items are also available prior to the start of school. Students are not permitted to order out and the school will not accept food deliveries.

All students must report to the cafeteria during their assigned lunch period, whether eating or not, and must remain there until the dismissal bell unless they have a pass from a teacher.

During the first week of school, all students must fill out and return free/reduced lunch forms to homeroom teachers. Information provided on these forms impacts federal and state school funding.

### **CARE OF SCHOOL PROPERTY**

Textbooks, other school property, and facilities are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Parents/guardians of the student will be billed for the repair of school facilities or the replacement costs lost, destroyed, or damaged materials.

### **CLASS DUES**

In order to ensure graduation activities that are free of charge for all seniors, numerous fund raising activities are planned by each class beginning during the freshman year. Students are encouraged to participate in these activities to support their class; those who have met an hourly requirement for participation in these activities will be exempted from paying their annual class dues. Class dues are \$25 per year.

### **COMPUTER USE**

All students wishing to use computers at school must be in compliance with the Computer Network Acceptable Use Policy. The policy is available in the school office and library. Students must have an Acceptable Use agreement signed and on file prior to being allowed to use school computers and networks. Students who violate the Acceptable Use policy could lose the privilege to use computers at the school and could face other disciplinary action.

### **ELECTRONIC DEVICES/CELL PHONES**

The School Committee recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process or violates School Committee policies and/or school rules. The Brewer School Department is not responsible for damage, loss or theft of such devices.

Cell phones confiscated for the first time will be returned to the student and a warning issued. On the second offense, the student will receive a one-hour detention. On the third violation of this policy, the student will receive a one-day in-school suspension and the phone released to a parent. For any additional offences there will be progressive discipline.

Students are prohibited from using privately-owned electronic devices, including but not limited to cell phones, smartphones, MP3 players, smartwatches, and electronic games during class, study hall, and Witches Meeting (RTI). Such devices may be used before and after school, in hallways while passing between periods (not while classes are in session), and during lunch time.

- a. During class, study hall, and Witches Meeting (RTI), all such devices must be turned off and not in use.
- b. The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for educational purposes (such as entering an assignment in a device).

The use of camera/video function on any device is strictly prohibited in all areas of the school. Exceptions will be made only when the teacher has explicitly authorized such use for specific educational purposes and is closely monitored by the teacher.

Any use of phones and other electronic devices that violates any School Committee policy, administration procedure or school rule is strictly prohibited. In addition, accessing, viewing, submitting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal is prohibited.

### **DELIVERIES/MESSAGES**

All non-essential items left for delivery (balloons, candy, flowers) will be retained in the main office until the end of the school day. Students will only be called to the office for emergencies and we ask that students and parents plan ahead to minimize unnecessary disruptions. In the interest of ensuring the safety of students, food items will only be accepted for students if left by their own parents.

### **EVACUATION PROCEDURES**

Corridors must be kept clear at all times. Blocked doorways and exits, and congested corridors violate fire regulations. When the fire alarm sounds, students should walk to the appropriate exit and proceed to the evacuation point. Classroom doors must be closed after exiting. Please note that every room is marked with exit signs that state emergency exit procedures.

### **HALL PASSES**

When classes are in session, a student wishing to leave a class for a legitimate reason should obtain a signed pass before leaving class. Students should make every effort to take care of non-essential business during non-instructional time such as study halls, and/or lunch.

Students wishing to go to the Student Services Office to see a counselor or to use the reference materials must obtain a Student Services pass from one of the counselors or the Student Services secretary before they arrive at the room they wish to leave. A student may be excused to go to the Main Office during a study hall by obtaining a pass from the teacher in charge of the study hall. The procedure on Library passes will be announced by study hall teachers.

### **HATS**

Hats are not to be worn in the building from the time students enter the building in the morning until they exit the building. Hats shall not be carried and should be kept in backpacks or stored in a locker for the school day.

### **LIBRARY/MEDIA CENTER**

Students are encouraged to use the library during the school day. Study hall teachers will allow students to sign out for the library. Students who sign out for the library but fail to appear will lose library privileges.

### **LOCKERS**

Individual lockers will be issued to each student. No student may occupy a locker other than the one assigned by the school. In the interest of school security, no lockers should be left unlocked or jammed open and lockers should not be shared. Students should also be sure to keep their combinations secure.

### **MEDICATION POLICY**

This policy applies to both prescription and non-prescription (over-the-counter) medications, which by state law require a physician's order to administer in school. Although the Brewer School Department discourages the administration of medication during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day.

Medication may be administered in school ONLY when a completed medication authorization form is on file. This form must be completed by the parent/guardian AND by the student's physician requesting the administration of medication during the school day. This includes asthma inhalers and Epipens. Forms are available at [www.breweredu.org](http://www.breweredu.org) or from the school nurse.

For the safety of all students, students are NOT allowed to carry medications (this includes prescription medications as well as those purchased over-the-counter) while in school. If your child needs to take medications please talk to the school nurse. Exception: Students with life-threatening allergies, diabetes, or asthma may carry and self-administer emergency medication as long as responsible use is demonstrated.

Medication must be delivered to the school by the parent/guardian in the original container (no envelopes, baggies, etc. will be accepted). The parent/guardian needs to inform the school in writing of any change in the student's health or change in medication.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization by

his/her physician to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

### **NO SCHOOL ANNOUNCEMENTS**

All “no school” announcements will be made over local radio and television stations, automated phone messaging, and posted on the school website before 7 AM.

### **RESOURCE OFFICER**

Brewer High School offers a full-time School Resource Officer from the Brewer Police Department, who is available to the school community for education, conflict resolution, and consultation about legal issues or safety concerns.

### **SCHOOL ACCIDENT INSURANCE**

School accident insurance is available for all students and school employees for the school year. For further information, please call the office.

### **SCHOOL HOURS**

Doors open at 7:00 AM. Students are expected to report to the cafeteria upon entering the building. The warning bell is at 7:45 AM and students are expected to be in their classroom by 7:55 AM. The school day concludes at 2:10 PM.

### **SEARCH PROCEDURES**

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 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.
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 School Committee 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.

## **VISITORS**

In the interest of maintaining a safe school, all visitors to the school during the regular school day must first obtain a visitor's pass at the principal's office. The administration will remove unauthorized visitors and refuse any request to visit which will in any way interfere with the functioning of the school.

## **SECTION F: ATHLETICS**

### **BREWER HIGH SCHOOLS' EXTRACURRICULAR ATHLETIC CODE**

This code will apply to all extracurricular athletic groups at Brewer High School.

All students who wish to participate in any extracurricular athletic activities should make certain they are aware of the code of conduct and their responsibilities under such code. It is also the parents' responsibility to understand the student's obligations and to do their part to assure compliance.

Each participant should realize that activities at Brewer High School are a privilege. When students become members of a Brewer High School athletic team, they must recognize they are representatives of the school, their community, and themselves as individuals. They are expected to be leaders in promoting good sportsmanship and citizenship. Participants are afforded this privilege of representing themselves and their school as long as they adhere to each and every provision herein. Failure to comply with this procedure indicates the participant does not wish to be part of Brewer's athletic program and will be treated accordingly.

#### **Mandatory Meeting**

A meeting with each sports' coaches and the prospective participants will be held prior to, or just after, the beginning of each respective sports season. It is mandatory that at least one parent/guardian attend this meeting as several protocols will be communicated to the parents.

Contact should be made directly to the coach in the event of an unavoidable absence from this meeting as absence from any of these meeting may be granted by coaches or the athletic administrator on a case by case basis with information being provided in an alternative manner.

All Brewer School Department related policies and supplemental information will be accessible on the athletic department's website: [www.gobrewerwitches.com](http://www.gobrewerwitches.com) under the "Parent/Athlete Resources" menu.

Academic Eligibility

All students who compete in interscholastic athletics are required to abide by the rules set by the Maine Principals Association (MPA), the Brewer School Committee, and the Brewer School Department.

Per MPA rules, students are ineligible if they (1) have attained the age of 20 or (2) have attended high school for 8 consecutive semesters.

Brewer High School's Academic Standard:

Eligibility will be determined at the end of each ranking quarter.

At the end of every 9 week ranking period, students will be evaluated for eligibility in interscholastic athletics. The following will be the criteria to determine eligibility.

1. Students must be taking a minimum of six courses, unless approved otherwise by an administrator (keeping in mind the MPA has a minimum requirement).
2. Students may not fail more than one course in any given 9 week period. Failure is defined as a quarter average of 69 or below in any given course (regardless of credit weight). Students who fail two or more courses in a 9 week period will be ruled ineligible for competition for the current athletic season.
  - a. One failure during any given ranking period will result in no penalty.
  - b. Parents and students must be aware that UTC counts as 4 courses towards their graduation credits, thus also counts as 4 courses towards quarterly eligibility.

Summer School or APEX may replace individual failing grades in the 4th quarter if a student has failed a course for the year and the 4th quarter and need this for credit recovery towards graduation. The High School Principal may also find alternatives that suffice as well.

**Eligibility simplified:**

Progress reports are not used in eligibility at all.

All incoming freshman enter Brewer High School fully eligible to participate in fall athletics.

**Fall eligibility** is based on the 4th quarter of the preceding school year based on the criteria outlined above. Students must have earned a minimum of 5 credits towards graduation in the preceding school year in order to be eligible for fall athletics.

**Winter eligibility** is based on the 1st quarter of the current school year. Additionally, after the 2nd quarter, continuing eligibility will be determined based on 2nd quarter grades.

**Spring eligibility** is based on the 3rd quarter of the current school year. All students are permitted to tryout for a spring activity, however, their continued participation will be determined once the 3rd quarter grades are evaluated. Additionally, spring teams and student-athletes who make deep runs into the postseason may be affected by 4th quarter eligibility in June.

All student-athletes should discuss questions of eligibility with the coach or athletic director in order to avoid situations embarrassing to themselves and to the school.

APPEALS of academic eligibility are to be made directly to the high school principal.

Brewer High School will assume a sending schools academic policy as it pertains to transfer students seeking to attend Brewer High School to avoid ineligibility at their sending school.

#### Attendance Policy:

Student-athletes are expected to be in attendance for a full school day in order to participate with their team on that given calendar day. However, there are instances where a student may be excused from school, and maintain their daily eligibility to participate in athletics. This would occur for many non-illness related excused absences such as, but not limited to, bereavement, an appointment or religious observance. Additionally, there are some excused absences that a student would not be permitted to participate in athletics on that day, for example, if a student missed school to return home from a concert, or non-school related event out of town.

If a student is ill for the academic day (be it excused or unexcused), he or she will not be permitted to participate in athletics that day. Additionally, a student will need to be in attendance by the beginning of third block in order to be eligible that day if tardy due to illness in the morning. A student who is dismissed early due to illness will not be permitted to participate in athletics later in the day.

Student-Athletes and/or their parent/guardians are expected to communicate absences to their coach(es). Failure to follow this communication protocol may lead to disciplinary action by the coach(es) and be viewed as unexcused absences in that activity. Each coach will communicate their protocol at their pre-season parent and athlete meeting.

#### Athletic Paperwork:

Student-Athletes and their parents are required to submit the following paperwork to their coach(es). The frequency of the paperwork is noted.

Physical Form- once through a high school career

Health History update- seasonal after a Physical is on file

Acknowledgement of the Athletic Code- seasonal

Athletic Trainer/Team Doctor Permission to Treat form- once through a high school career

#### Physicals

Each participant of an athletic team must have a physical examination. Through appointment with the school based health center, the school department may provide one session of physicals per year-which covers the participant for his/her entire high school career. You may choose to have your family doctor supply a physical; in that case, you should pick up forms from the coach and return when completed.

#### Concussion Screening

Per Brewer School Department policy JJIF, the athletic staff will pre-screen all student-athletes in grades 9-12 with "Baseline Concussion" tests. Brewer High School utilizes the "ImPACT" Concussion test. The athletic department will provide free screening to all student-athletes at designated times and locations prior to the start of each season. Parents may opt their child out of the screening process by filling out the permission form and choosing the "Opt out" option. Student-athletes bring their permission forms with them to their ImPACT screening session.

Each student must either have a baseline test or an “Opt out” form on file in order to continue participating in athletics.

### General Rules

1. Any equipment issued to a participant is to be properly cared for and returned at the end of the activity. Any equipment not returned, or not returned in the proper condition will have to be paid for by the participant in order to participate in further activities until the problem is resolved. These fees may also be added to a student's “dues” which must be paid in full before the issuance of a diploma occurs.
2. On school sponsored trips, participants are to dress appropriately. They will be briefed on behavior and related responsibilities by the coach.
3. Vulgar language or unacceptable behavior will not be tolerated in any school-related activity. If necessary, disciplinary action will result.
4. Participants must make up detention the day it is assigned, unless excused by the athletic director or principal.
5. Per MPA rules (the Bona-Fide team rule), no BHS athletic team member may compete in any outside organized team activity as a team member or individual participant during the BHS regular season or postseason, unless approved by the athletic director. An example of the MPA Bona-Fide team rule would be a BHS baseball player that leaves on a Friday for a club hockey team event, thus missing the BHS baseball practices or games. This would be a violation of the MPA’s Bona-Fide rule. Each student-athlete may be granted one waiver for this rule per year. The waiver can be obtained from the athletic director.
6. Participation is strictly on a voluntary basis. Therefore, membership in any sport implies understanding of, and adherence to, all sections of this code. For the purpose of implementing and enforcing this code, a sports season will begin with the first team meeting and end with the last countable contest or practice.
7. Transportation on school provided busing is a privilege and all appropriate behaviors are expected of student-athletes. Transportation privileges may be revoked by the coach(es) and/or school administration if appropriate behaviors on school provided transportation are not displayed.
8. Student-athletes are reminded to demonstrate appropriate behaviors on social media. Instances where student-athletes participate in activities on social media that reflect negatively on them as individuals, their team or their school may result in disciplinary actions determined by the administration of Brewer High School or their coach(es). Parents should monitor behaviors of their students on social media and remind them that what they type or post on social media websites represents their character. Social media posts remain available forever, even after they have been deleted.
9. Brewer High School does not allow for dual-sport participation for student-athletes during the same athletic season.
10. The athletic director shall establish a reasonable period of “drop/add” for all athletic teams.
11. There is no school department rule that mandates coaches start or play seniors on the last home contest. Coaches will communicate “Senior Recognition (aka “Senior Night”)” protocols during their pre-season parents and athlete meeting.
12. Coaches will establish a criteria for lettering and receiving of athletic awards for their individual activities. These criteria will be communicated during the parent and athlete meeting in the pre-season.
13. An end of season gathering, or “banquet” will be held by each activity. Some coaches may choose to include their sub varsity programs and some may choose to have individual team

banquets within their programs. The format of the banquet will be decided by the coaching staff and communicated to the parents and student-athletes during the parent and student preseason meeting. Some banquets may invite parents and loved ones, where other activities will be for the athletes only.

14. All other Brewer High School student-handbook rules apply, which include the school's dress code.

### Extracurricular Activities and Substance Abuse

Any student who is a member of an athletic team will be subjected to disciplinary action if, during his/her sports season, he/she is involved in any of the following:

Self admission, proof of possession or use of through a criminal summons, or buying, selling, or distributing any intoxicating beverages, illegal drugs, or look-alike drugs, or tobacco products (including chewing or smokeless tobacco and any type of "E-cigarette"). This may also include, but not be limited to, knowingly and willfully being in situations where underage participants are consuming, transporting or otherwise engaging in illegal activities or distributing illegal substances.

If the violation occurs other than stated previously, the participant will be subjected to the following procedures:

#### 1. First Offense During School Year

- a. Verification and documentation of offense by administrator
- b. Student-administrator meeting
- c. Notification of parents
- d. 10 student day restriction from school activities

#### 2. Second Offense During School Year

- a. Verification and documentation of offense by administrator
- b. Student-administrator meeting
- c. Notify parents
- d. 30 student day restriction from school activities

#### 3. Third Offense During School Year

- a. Verification and documentation of offense by administrator
- b. Student-administrator meeting
- c. Notify parent
- d. Suspended from athletic activities for the remainder of the school year
- e. Parents meet with administrator
- f. Formal evaluation by an outside agency
- g. Formal evaluation mandatory to regain eligibility for subsequent years

4. A student, not involved in an ongoing code violation investigation, may be granted immunity from initial disciplinary action if he/she is willing to voluntarily seek professional help for an alcohol or drug problem.

5. A member of a team caught furnishing/selling illegal substances will be suspended from school activities for 30 student days.

### Criminal Offenses

Violation of law, other than substance abuse, will be reviewed by a committee, made up of the principal, assistant principal, athletic director, and coach which will determine future participation of the individual in athletics. In most cases involving criminal summonses or criminal allegations, the student-athlete will be removed from the activity until adjudication of the accused violation occurs.

### Appeal Procedures

Appeal procedures for any disciplinary action will be handled by the principal and/or athletic director.

## **SECTION G: NOTIFICATIONS**

### **AFFIRMATIVE ACTION**

The Brewer School Department is required to notify students that we comply with all federal and state anti-discrimination laws. As part of this notification, The Brewer School Department is sharing a copy of its Affirmative Action Plan, which can be found at [www.breweredu.org/supt/policies](http://www.breweredu.org/supt/policies). If any student has a question regarding the specifics of the Affirmative Action Plan, they should contact the district's Affirmative Action Officer, Gretchen Gardner, by email at [ggardner@breweredu.org](mailto:ggardner@breweredu.org) or by phone at 207-989-3160.

### **ANNUAL NOTIFICATION – ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

The Asbestos Hazard Emergency Response Act (AHERA) of 1986 requires parents/legal guardians, teachers, and employee organizations be notified of the Asbestos Management Plan at each facility. This notification provides information detailing Brewer School Department's compliance with AHERA.

AHERA requires all schools, pre-kindergarten through twelfth grade, to be inspected for Asbestos Containing Building Materials (ACBM) and, for buildings where ACBM is identified, an Asbestos Management Plan, which outlines the control and management of ACBM in each facility, to be developed.

The Asbestos Management Plan includes an operations and maintenance program, which will control exposure to any asbestos-containing materials through a systematic schedule of monitoring, employee training, recordkeeping, and periodic re-inspections. Inspections are required every three (3) years, with periodic re-evaluation of known ACBM required every six (6) months. Maintenance and custodial personnel receive annual asbestos awareness training to qualify them to conduct their routine activities around ACBM, as well as perform the required periodic re-evaluations.

ACBM has been identified at Brewer High School and the Dr. Daniel Lee Administrative Building. The Brewer Community School was built without using ACBM.

Abatement of known ACBM will continue on an as needed basis contingent of building remodeling, retrofitting, and maintenance of disturbed ACBM. Removal projects are designed and implemented by a qualified contractor.

The latest three year inspection was performed in February 2015. There is no work planned, regarding ACBM, other than the required periodic re-evaluations, during the school year.

The Asbestos Management Plan is available for review, during normal business hours, in the Facilities Department office, located in the high school tech building. Questions pertaining AHERA, and Brewer School Department's Asbestos Management Plan should be directed to Brian MacDonald, Facilities Director, at 207-989-8664.

## **INTEGRATED PEST MANAGEMENT (IPM) NOTICE**

### **Pest Control**

Control of insects, rodents, and weeds at school is important, as such measures can affect people's health. The Brewer School Department has adopted an Integrated Pest Management (IPM) policy that focuses on making buildings and grounds unfavorable places for pests to live and breed. Proper maintenance and cleaning practices reduce available food and water sources as well as eliminating pest habitat. Staff routinely monitor the buildings and grounds to detect pest problems and prevent pests from becoming established.

### **Pesticide Use**

Despite our best efforts, it occasionally becomes necessary to use chemicals to control pests and/or weeds. When necessary, the school department will use the lowest-risk products available, with little or no risk of exposure to students and staff. If higher-risk chemicals are required, the applicable notice required by law will be posted on site. Additionally, parents, legal guardians, and school staff will be notified, in writing, of specific chemical applications at least five (5) days in advance.

### **Your Right to Know**

The school department maintains records of prior chemical applications and important information regarding said chemicals in its Integrated Pest Management (IPM) Manual.

You have the right to review these records, a copy of the Brewer School Department Integrated Pest Management Policy, and the Pesticides in Schools regulation (CMR 01-026 Chapter 27). If you would like to review these records and/or policies; or should you have any questions please contact our IPM coordinator, Brian MacDonald, at 207-989-8664.

For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm).

## **NON-DISCRIMINATION STATEMENT**

The Brewer School Department will not discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education

Amendment. The Brewer School Department shall comply with and implement The Individuals with Disabilities Education Act (IDEA), The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. If you believe that you or your child(ren) may be eligible for services under these federal programs, you may request referral information from any school administrator, guidance counselor, or from the director of pupil services.

The IDEA includes the Child Find mandate, which requires all school districts to identify, locate, and evaluate all children with disabilities. Brewer High School complies with the Child Findlaw by checking the records of incoming students and those who transfer into our school.

The Brewer School Department shall strictly follow the Family Education Rights and Privacy Act (also known as the Buckley Amendment) concerning school records and other personally identifiable information. For more information, contact your school principal, director of pupil services, or superintendent's office. Students of legal age shall observe all the rules and regulations established by School Committee policy as regulated in Policy JID. Inquiries regarding compliance with Title IX may be directed to Superintendent Towle, 261 Center St., Brewer, Maine, at 989-3160.

Brewer High School ensures equal employment/educational opportunities/affirmative action, regardless of race, sex, sexual orientation, physical or mental disability, color, national origin or race, religion, marital status, or age.

## **HARASSMENT**

The Brewer School Department recognizes the right of each student and employee to perform in an atmosphere free of harassment, intimidation, ridicule, hostility, or offensiveness. It is expressly against Brewer School Department policy for any employee or student to engage in sexual or other types of harassment.

Harassment is abuse based upon, but not limited to age, ancestry, color, gender, marital status, national origin, physical or mental handicap, race, religion, or sexual orientation. Acts of harassment are not only a violation of this policy but also constitute illegal discrimination under state and federal laws. Conduct that is harassing to students or employees will not be tolerated.

### *Examples include*

- unwelcome sexual advances, gestures, comments or contact;
- subjection to sexually offensive behaviors, e.g. hugging, kissing, inappropriate touching, or other unacceptable actions;
- threats which imply abuse or which are inappropriate to an educational setting;
- offensive jokes, notes, and rumors;
- ridicule, slurs, derogatory action or remarks.

Offenders will be subject to disciplinary action for violation of this policy up to and including termination or expulsion.

## **STUDENT EDUCATIONAL RECORDS AND INFORMATION**

Student records shall be maintained, released, and destroyed in accordance with the "Final Federal Guidelines on the Family Educational Rights and Privacy Act of 1974" as distributed by the Maine State Department of Educational and Cultural Services in August of 1976 or as modified by subsequent directives from the Department of Educational and Cultural Services.

Records of students with divorced parents shall be handled in accordance with Policy JPA.

The Brewer School Department will release “directory information” to news media and for such publications as the school yearbook and programs for student activities. “Directory information” may include the student’s name, address, date of birth, school activities, awards, and, when appropriate for athletic events, height and weight. The Brewer School Department may make directory information public at its discretion unless a parent/eligible student has notified the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. The Brewer School Department may disclose directory information about former students without the consent of the parent/eligible student.

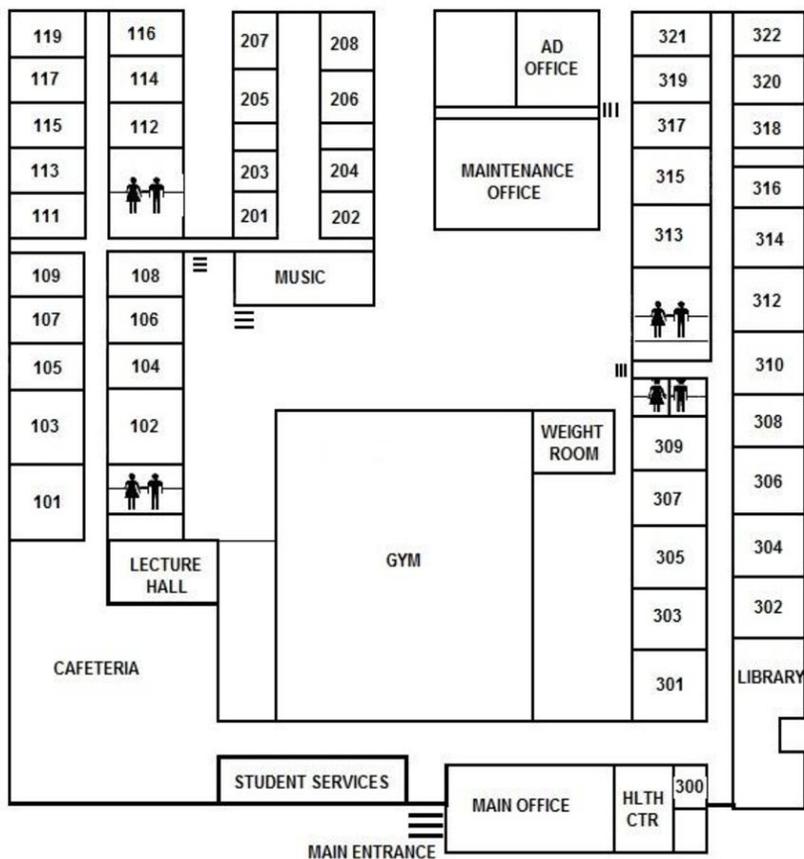
Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Brewer School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the Brewer School Department to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the Brewer School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the school committee; persons or companies with whom the school department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and parents, students or volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

Information on the Internet: Under Maine law (20-A M.R.S.A. § 6001), the school department shall not publish on the Internet any information that identifies a student, including but not limited the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parent's' names, without written parental consent

The Brewer School Department will forward educational records to any school to which a student seeks enrollment or in which a student intends to enroll upon the request of the student, parent, or school to which admission is sought. The director of pupil services, in cooperation with building principals, shall be responsible for ensuring confidentiality of pupil records, providing staff training and maintaining a list of employees who have access to personally identifiable information.

# BREWER HIGH SCHOOL



## ***SCHOOL SONG***

*Stand up and cheer for Brewer.  
 Cheer for the Brewer victory.  
 Cheer for the good old Witches,  
 The Orange and the Black for me.*

*Rah! Rah! Rah!  
 Cheer for the alma mater-  
 We're telling you she is swell;  
 So fight, fight, fight for Brewer,  
 The school we all love so well.*