



BREWER HIGH SCHOOL

Student Handbook 2023-2024

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

www.brewerhs.org

Principal

Mr. Brent Slowikowski

Asst. Principal

Mr. Fred Lower

Athletic Director

Mr. David Utterback

Student Services Director

Ms. Heather Kuhl

Resource Officer

Mr. Ryan Freeman



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.*

TABLE OF CONTENTS

School Song.....	2
Section A: Schedule and Calendar.....	5
Daily Schedule	
Witches Meeting	
2023-2024 Calendar	
Important Dates	
Ranking Periods	
Section B: Attendance	8
Procedure for Student Absences	
Unexcused Absences	
Dismissals	
Tardies	
Participation Rule	
Section C: Academics.....	10
Vision Statement	
Mission Statement	
Core Values	
Expectations for Learning	
Student Services	
Graduation Requirements	
Schedule Requirements	
Other Learning Opportunities	
Special Education Services	
Transitional Advantage Program (TAP) Diploma	
Witches' Workshop (Tutoring Center)	
Early Awarding of Diplomas	
Extended Study	
Honors Diploma	
Participation in Graduation Ceremony	
Honors and Awards at Graduation	
Transfer Students	
Home-schooled Students	
Add/Drop Protocol	
Grading Policy	
Habits of Work (HOW) Grading	
Grade Point Average	
Make-Up Work policy	
Reporting System	
Advanced Placement Courses	
National Honor Society	
Incomplete Policy	
Mandated Testing	

Section D: Student Expectations.....	18
System-Wide Code of Conduct	
Administration of Discipline	
Detentions	
Suspensions	
Dress-Code	
Public Display of Affection	
Plagiarism	
Substance Abuse	
Buses	
Selling Items at School	
Skateboards/Rollerblades, etc.	
Theft of Property	
Vehicles	
Section E: General Information	29
Announcements	
Cafeteria	
Care of School Property	
Class Dues	
Computer Use	
Electronic Devices/Cell Phones	
Deliveries/Messages	
Evacuation Procedure	
Hall Passes	
Hats	
Library/Media Center	
Lockers	
Medication Policy	
No-School Announcements	
Resource Officer	
School Accident Insurance	
School Hours	
Search Procedures	
Visitors	
Section F: Athletics	33
Section G: Notifications	38
School Map.....	42

SECTION A: SCHEDULE AND CALENDAR**BHS Daily Bell Schedule 2023-2024**

Warning Bell	7:45	Total Minutes
Block 1	7:55-9:10	75
Block 2	9:15-10:30	75
Witches Meeting*	10:35-11:05	30
Block 3	11:10-12:50	75/73/75
(Lunch A) Class	(11:05-11:30) 11:35-12:50	-- 75
Class (Lunch B) Class	11:10-11:46 (11:46-12:11) 12:13-12:50	36 -- 37
Class (Lunch C)	11:10-12:25 (12:25-12:50)	75 --
Block 4	12:55-2:10	75

Witches Meetings:*Monday = Mentor Monday****Tuesday = Block 1, alternate color****Wednesday = Block 2, alternate color****Thursday= Block 3, alternate color****Friday = Block 4, alternate color**

2023 - 2024 Calendar

Brewer School Department School Calendar 2023-2024

August '23 (2) (5)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	W	26
27	W	W	30*	31**		

September '23 (20) (20)

S	M	T	W	T	F	S
					1	2
3	H	5***	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	E	23
24	25	26	27	28	29	30

October '23 (20) (21)

S	M	T	W	T	F	S
1	2	3	4	5	W	7
8	H	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23 (16) (18)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	C	C	V	H	V	25
26	27	28	29	30		

December '23 (15) (15)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	E	9
10	11	12	13	14	15	16
17	18	19	20	21	V	23
24	H	V	V	V	V	30
31						

January '24 (21) (21)

S	M	T	W	T	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	E	26	27
28	29	30	31			

February '24 (16) (16)

S	M	T	W	T	F	S
				S	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	V	V	V	V	24
25	26	27	28	29		

March '24 (20) (21)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	W	16
17	18	19	20	21	22	23
24	25	26	27	28	E	30
31						

April '24 (17) (17)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	H	V	V	V	V	20
21	22	23	24	25	26	27
28	29	30				

May '24 (22) (22)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	E	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

June '24 (10) (10)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	L/E	15
16	17	18	H	20	21	22
23	24	25	26	27	28	29
30						

July '24

S	M	T	W	T	F	S
	1	2	3	H	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Ranking Periods K - 8: Aug 30 - Nov 17(54), Nov 27 - Mar 8(62), Mar 11 - Jun 14(63)
 Ranking Periods 9 - 12: Aug 30 - Oct 27(40), Oct 30 - Jan 19(46), Jan 22 - Mar 29(44), Apr 1 - Jun 14(49)
 Early Release Dismissal - Grades 5 - 12 11:00AM Grades PreK - 4 12:00PM

KEY: __ = No Students (vacations/workshops), C = Parent/Teacher Conferences, E = Early Release, H = Holiday, L/E = Last School Day/Early Release
 NT = New Teacher/Staff Day, S = Step Up Day for HS only half day, V = Vacation, W = Workshop, W/O = Workshop/Grd 9 New Student Orientation

POLICY ICA

- NOTES:
 Aug 25: Teacher Workshop
 Aug 28 - 29: Teacher Workshops
 Aug 30*: First Student Day K-9 (NOTE: BHS will hold 9th Grade & New Student Orientation)
 Aug 31**: K-12 Full Attendance Day
 Sept 4: Labor Day
 Sept 5***: First Pre-K Student Day
 Sept 22: Early Release Day
 Oct 6: Teacher Workshop
 Oct 9: Indigenous Peoples' Day
 Nov. 10: Veterans' Day
 Nov. 20-21: P/T Conferences
 Nov. 23: Thanksgiving Day
 Dec 8: Early Release Day
 Dec 25: Christmas Day
 Jan 1: New Year's Day
 Jan 15: Martin Luther King, Jr Day
 Jan 25: Early Release Day
 Feb 1: HS Step up Day (HS only half day)
 Feb 19: President's Day
 Mar 15: Teacher Workshop
 Mar 29: Early Release Day
 Apr 15: Patriots' Day
 May 10: Early Release Day
 May 27: Memorial Day
 June 9: High School Graduation
 June 14: Last Student Day/Early Release & Last Teacher Full Day
 School calendar allows 4 storms days. The last school day will be adjusted accordingly.
- First Reading: February 13, 2023
 Second Reading: March 6, 2023
 Adoption: March 6, 2023

2023-2024 Important Dates

August 25, 28-29	New Teacher Orientation/Teacher Workshops
August 30*	Orientation for 9 th grade and new students
August 31 **	First student day, all students
September 4	Labor Day (no school)
September 7	Open House (6 PM)
September 22	Early dismissal (11 AM)
October 6	Staff Inservice (no school)
October 9	Indigenous Peoples' Day (no school)
October 10 - 14	Homecoming Week
November 10	Veterans' Day (no school)
November 20 & 21	Parent Teacher Conferences
November 22 - 24	Thanksgiving Break (no school)
December 8	Early Dismissal (11 AM)
December 22 – January 1	Holiday Vacation
January 2	School reopens
January 15	Dr. Martin Luther King Day (no school)
January 25	Early dismissal (11 AM)
February 1	8th Grade Step Up Day/BHS Early Dismissal
February 19 - 23	Vacation
March 15	Staff Inservice (no school)
March 29	Early Dismissal (11 AM)
April 15 - 19	Vacation
May 10	Early dismissal (11 AM)
May 27	Memorial Day (no school)
June 9	Graduation
June 14	Last day for students / Early Dismissal (tentative)

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

Ranking periods

1 st Quarter	August 30 – October 27
2 nd Quarter	October 30 – January 19
3 rd Quarter	January 22 – March 29
4 th Quarter	April 1 – June 14

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. 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. 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 enter the absence in the Infinite Campus *Parent Portal* before 9 AM to report the absence. If the parent/guardian is not able to access the parent portal, they should email the attendance office at att@breweredu.org or call the office at 989-4140.

A doctor's note is required for three or more consecutive days of 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, if one is given. 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/LATE ARRIVALS

When students require an early dismissal from, or late arrival to, school because of a health appointment, it is necessary to provide the school office with an appointment card or some other documentation from the provider upon their return to school. Dismissals or late arrivals without accompanying documentation will be considered unexcused. 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)

All students attending Brewer High School must meet the following graduation requirements:

English: Four (4) credits

Visual Performing Arts: One (1) credit

Health: One-half ($\frac{1}{2}$) credit

Mathematics: Three (3) credits

Physical Education: One (1) credit

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

Science: Three (3) credits

Career and Education Development: One-half ($\frac{1}{2}$) credit

Electives: Six (6) credits

Students pursuing a post college/university experience are highly recommended to take two (2) credits of World Language and a fourth year of Mathematics and/or Science.

Credits shall be awarded as follows:

- Semester courses - $\frac{1}{2}$ 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.
- The building administrator and/or Superintendent may assign partial credit.

TOTAL CONTENT AREA CREDITS REQUIRED: 22

Schedule Requirements

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.

Other Learning Opportunities

Brewer High School offers all students multiple learning opportunities that allow students to demonstrate proficiency on expected learning targets for transcript endorsements, 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 opportunities, students must describe their learning experiences in a Personal Learning Plan, including how the experience satisfies both graduation requirements and transcript endorsements.

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

Students Receiving 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.

Certificate of Attendance

The School Department may provide a student who leaves school without meeting the requirements for a diploma a Certificate of Attendance, provided that the student has attended for four (4) years. This certificate acknowledges participation in the educational program for a specific period of time and includes a record of the student's course credits and a record of the student's achievement.

Transitional Advantage Program

This program is designed to assist students who face significant developmental and/or learning challenges due to an identified-disability under IDEA. Placement in the Transitional Advantage Program is determined by the IEP team, typically prior to the start of high school. Within the Transitional Advantage Program, extensive focus is placed on activities of daily living and work experiences toward postsecondary transition. The Transitional Advantage Program has two learning pathways - Life Skills and Functional Academics. Each pathway has different requirements to earn a diploma. Students enrolled in the Life Skills pathway, within the Transitional Advantage Program, who complete their learning goals as determined by the Individualized Education Program team will earn a Brewer High School Diploma. The Functional Academic Pathway will follow a credit-based system earning the appropriate number

of credits as defined in Section B1 and B2.

Witches' Workshop

Witches' Workshop is Brewer High School's very own tutoring center. Open to all students, the Witches' Workshop is a place where students may get help understanding and completing their work, studying for an exam, preparing a resume, planning for a large project or even just staying organized. Students can make appointments for regularly scheduled sessions or on an as needed basis. For more information, please locate our link found on the Brewer High School website.

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 1st 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.

Delayed Awarding of Diploma

At the Superintendent's discretion, a student who leaves Brewer High School to attend an accredited, degree-granting institution of higher education may, upon satisfactory completion of the freshman year, be awarded a high school diploma, although he/she may not have met all of the diploma requirements.

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 policy, 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.

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
- All outstanding disciplinary matters must be resolved.
- Students must have paid all fees and fines owed to the school.

Brewer High School students who participate in the Transitional Advantage Program (Life Skills or Functional Academic pathway) may participate in graduation ceremonies upon completion of their IEP goals as determined by the IEP team.

If the IEP team also determines that the student has completed his/her IEP goals to march with his/her four year cohort, but also determines that the student may benefit from an additional year of attendance at Brewer High School's Transitional Advantage Program, the following rules apply:

- The student will receive his/her diploma upon the completion of that additional year.

- The student may only participate once in the graduation ceremony and all other senior activities.
- Such IEP team determinations for student participation in graduation and all other senior activities, must be determined and notified by Written Notice no later than December 31st of the student's fourth year.
- Written Notification of the IEP team's determination will be issued to the Building Principal and Director of Pupil Services, by the student's case manager no later than December 31st of the student's fourth year.

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.

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 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. Transfer students may also receive transcript endorsements if they meet the requirements as outlined in the Program of Studies and Student Handbook.

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 homeschooled 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 homeschooled 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 may have only one study hall on their schedule.
- Students in grades 11 and 12 may have only two study halls on their schedule.
- 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 shown on their transcript as withdrawal failing or withdrawal 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 which designates students who have achieved a GPA of 95 or above.

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 on End of Quarter Grade Reports.

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

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.

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.

Zero for No Attempt on Summative Assessments

If a formative carries an academic grade then the zero will remain as part of the 10% that formatives carry. However, a teacher can still require a student to complete the work in order to take the summative if that is the teacher's practice.

For 1st and 2nd year students:

If the teacher determines that the student did not make an attempt to complete a summative assessment for a reason other than the 5 State approved excused absences, the student can retake within the 2-week window with the highest possible score being a 70. In order to retake the assessment, the student must submit a request form to the teacher and demonstrate preparation for the retake.

For 3rd and 4th year students:

If the teacher determines that the student did not make an attempt to complete a summative assessment for a reason other than the 5 State approved excused absences, the student can retake within the 2-week window with the initial score of zero and the retake score being averaged. In order to retake the assessment, the student must submit a request form to the teacher and demonstrate preparation for the retake.

Note: Any subsequent requests to ‘re-take’ summatives will be at the discretion of the teacher, depending on circumstances in each situation.

REPORTING SYSTEM

At any time, parents and students have access to Infinite Campus for attendance, credits and the progress on traditional grades. Grade Reports are issued at the end of each academic quarter, which are noted on the school calendar. This will include an assessment of the student’s Habits of Work. 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 a 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.

MANDATED TESTING

State mandated tests will be administered on a schedule determined by the Maine Department of Education.

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.

BHS Shared Expectations

Bathroom Expectations:

1. The bathroom is not a social area. (Be quick and do your business!)
2. Cell phones should not be used in the bathroom
3. Be considerate: keep the bathrooms clean, flush, and wash your hands
4. Only 1 person to a stall

Lunch Time Expectations:

1. Clean up after yourself
2. Respect others already in the lunch line by not cutting in front of them
3. Keep your hands to yourself
4. Keep food in cafeteria or pre-approved location
5. Students should remain seated unless getting food or going to the bathroom; moving from table to table should be kept to a minimum.
6. Only 1 person per seat
7. No throwing anything

Study Hall Expectations:

1. Sign in & sign out
2. Four to a table (in cafeteria); one seat in between (lecture hall)
3. Place large bags and backpacks under table (cafeteria)
4. Use technology appropriately
5. Stay seated
6. If leaving study hall, you should get a pass *beforehand* or have the classroom teacher email the study hall monitor
7. Try to schedule appointment with Witches Workshop *before* going to study hall

Hallway Expectations:

1. Use appropriate language - no swearing
2. Stay in your own space (no one wants to see PDA)
3. Stay to the right side of the hallway and keep moving to next class/period
4. Keep hats off & hoods down
5. Walk, don't run, for everyone's safety
6. Keep your hands to yourself; avoid striking things (lockers, ceilings, etc.)
7. If in the hallways during class time, make sure you have a pass

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, Gretchen Gardner, at the central office 989-3160 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 (vape) pens. Violations of this policy may result in disciplinary action up to and including suspension from 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 the 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
- 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
- AFJROTC students may be placed on probation and/or removed from the 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, ethnic, or gender-based 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
- Students must participate in an appropriate type of counseling to address the student's behavioral problems before being readmitted to school. Program must be approved by the student's 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(s) 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. Hats shall not be carried and should be kept in backpacks or stored in a locker for the school day.

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 may be 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 (PDA)

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

Submitting someone else's homework, compiling a paper from copied segments from the internet, or having someone else prepare work for your submission are all examples of **plagiarism**. Any cheating infractions, including plagiarism, will result in a zero.

If a student is found to be cheating, the student will not be allowed to retake the assignment/assessment. A zero will remain in the gradebook. The student will have a one-day in-school suspension. Administration will contact the parents/guardians.

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 any time 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 offenses 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 or audio recording 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. Food deliveries from outside entities (DoorDash, Uber Eats, etc.) will not be permitted.

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. Hoods on sweatshirts or the like are not to be worn covering the head and will fall under the same guidelines as hats.

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 students only if a specific request for a locker is made to the Main Office. 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 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 Main 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 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.

In the event of an unavoidable absence from this meeting, contact should be made directly with the coach. The athletic administrator can grant an excuse of attendance from this meeting on a case by case basis. The information presented at this meeting will be 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 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 Eligibility Standard:

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

At the end of every 9 week ranking period, as determined by the school calendar, 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.
2. Students are not permitted to fail **more than one (1)** academic course during the preceding academic ranking quarter, at the time of reporting of the grades. Students who fail two or more courses at the end of a ranking quarter will be deemed ineligible for athletics during that athletic season.
 - a. Students must be aware that UTC counts as four (4) academic courses, as 4 credits are earned through UTC towards graduation. Holding a failing grade in UTC in any academic quarter will result in loss of eligibility for the athletic season.
 - b. Posted Incomplete grades are treated as failing.
3. The grades posted at the time of the report card being issued are what will be used for the purpose of athletic eligibility, and only due to a computation or staff input error, will a changed grade be accepted for the purposes of athletic eligibility.

Eligibility simplified:

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

- **Fall eligibility** is based on the 4th academic quarter of the preceding school year based on the criteria outlined above. Students also 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 school's academic policy as it pertains to transfer students

seeking to attend Brewer High School to avoid ineligibility at their previous 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 & Registration:

Student-Athletes and their parents are required to register as designated online through the registration portal. The frequency of the paperwork/registration is noted below:

General Registration Form- Each Athletic Season.

Physical Form- once through a high school career.

Health History update- as part of each season's registration process.

Athletic Trainer/Team Doctor Permission to Treat form- once through a high school career, however, acknowledgement of the Certified Athletic Trainer is part of the registration process.

Sports 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. A sports physical must be dated within that calendar year to be accepted.

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. Inappropriate language or behavior is not acceptable in any school-related activity by any individual participating in or attending that 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 two waivers for this rule per year. The waivers 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 workout/practice/tryout date 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 Use

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:

A verbal self admission or a proof of possession/use of substances 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", vapor pen or juul). 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. Student-athletes who are 18 are not permitted to possess or use tobacco products while a member of a Brewer School Department team.

The participant who violates this section of the Brewer Extracurricular Athletic Code 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 parents
- 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 may be

suspended from school activities for up to 30 student days. Further disciplinary action may be warranted, depending on the severity of the offense.

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/or 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 on the Brewer School Department's website (www.breweredu.org) or by clicking this link: [Affirmative Action Plan](#). 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 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 Lucas Graychase, 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, Lucas Graychase, 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.

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 Gretchen Gardner, 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 to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' 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.

School Map

