

Narraguagus Senior High School

Student Handbook

2019-2020



CONTENTS

I.	<u>Introduction</u>	Page
	Staff Directory	3-4
	Mission Statement/Academic & Social Expectations	4
	Principal's Message; School Code	5
	School Counseling Services	5
II.	<u>General Information</u>	
	Academic Achievement	6
	Academic Achievement Recognition	6
	Academic Awards	6
	Assemblies	6
	Attendance	6
	Bell Schedule	6-7
	Building	8
	Bullying	8
	Cell Phones and Other Electronic Devices	8
	Cheating/Plagiarism	8
	Citizenship	8
	Corridor Traffic	8
	Course Load	8
	Courtesy	8
	Courtship Practices/Personal Displays of Affection	8
	Dances	8-9
	Dress Code	9
	Drug & Alcohol Policy	9
	Early Dismissal	9
	Extra Help	9
	Family Educational Rights and Privacy Act	9
	Final Examinations	10
	Fire Alarms	10
	Graduation Requirements	10
	Gum	10
	Harassment—Physical and/or Sexual Abuse	10
	Hazing	10
	Honor Roll	10
	Internet Policy	10
	Library	11
	Locker Break	11
	Lockers and Padlocks	11
	Make-up Work	11
	No School Announcements	11
	Online Learning	11
	Open Containers	11
	Permission Slips	11
	Physical Education	11
	Policy Manual (District)	11
	Purchases	11
	School Bus Conduct and Suspension of Pupils from Buses	12
	School Day	12
	School Lunches	12
	School Main Office	12
	School Records	12
	Search of Students and/or Personal Property	12

	Smoking	12
	Student Parking	12
	Tardy to Class/School	13
	Telephone	13
	Vending Machines	13
	Visitors	13
	Visitors—Student	13
	Weapons	13
III.	Discipline	13
	Detentions	13-14
	Suspension	14
	Expulsion	15
IV.	<u>NHS Athletic Teams</u>	15
V.	<u>Clubs & Organizations</u>	15-16
VI.	<u>Miscellaneous</u>	
	Weighted Grades	16-17
	Affirmative Action	17
	School Song	17
	My Bill of Rights	18
	Stages of Drug Use	18
	Most Important Decisions You'll Ever Make	19
	The 7 Habits of Highly Successful Teens	19
	Parent Signature Page	20

Narraguagus Jr/Sr High School

1611 Main Street
Harrington, Maine 04643
Telephone: Main Office: 483-2746
Guidance: 483-2747
Fax: 483-2771
Web: www.msad37.org/nhs

Superintendent
Director of Special Education

Ronald Ramsay
Denise Vose

rramsay@msad37.org
dvose@msad37.org

Principal
Assistant Principal
Jr. High Assistant Principal
Athletic Director
Guidance Director
Principal's Secretary/Adult Ed Director
Guidance Secretary
Technology Director
Assistant Technology Director
Library/Media Center

MaryEllen Day
Todd Emerson
Susan Dow
Tracie Martin
Maria Frankland
Dawn Stubbs
Mary Fickett
Ron Smith
Ed Latham
Elizabeth Holub

mday@msad37.org
temerson@msad37.org
sdow@msad37.org
tmartin@msad37.org
mfrankland@msad37.org
dstubbs@msad37.org
mfickett@msad37.org
rsmith@msad37.org
elatham@msad37.org
eholub@msad37.org

Art

Michele Birkenshaw
Elyssa Johnson

mbirkenshaw@msad37.org
ehanson@msad37.org

ESL

Dana Johnson

djohnson@msad37.org

English

Caroline Foote
Myra Berry
Robin Newman
Linda Smith
Elizabeth Holub

cfoote@msad37.org
mberry@msad37.org
rnewman@msad37.org
lsmith@msad37.org
eholub@msad37.org

Mathematics

Lowell Beal (sub)
Megan Marquis
Joan Ramsay
Ruth Brooks (sub)

lbeal@msad37.org
mmarquis@msad37.org
jramsay@msad37.org

Science

E. Daniel Baker
Jenessa Sprague
Susan Dow

dbaker@msad37.org
jsprague@msad37.org
sdow@msad37.org

Health/Science

Claire Hall

chall@msad37.org

Foreign Language

Joan Ramsay

jramsay@msad37.org

Social Studies

Lisa Emerson
Keith Newman
Linda Smith
Robin Newman

emerson@msad37.org
knewman@msad37.org
lsmith@msad37.org
rnewman@msad37.org

Music

Michael Milazzo

mmilazzo@msad37.org

Physical Education

Tracie Martin
Harry Thompson

tmartin@msad37.org
hthompson@msad37.org

CNA/CRMA/School Nurse	Samantha Beal	sbeal@msad37.org
Industrial Technology	David Rinkle	drinkle@msad37.org
Jobs for Maine Graduates	Heather Pixley	hpixley@msad37.org
Special Education Teachers	Joanna Eaton	jeaton@msad37.org
	Dustin Foss	dfoss@msad37.org
	Tom Absalom	absalom@msad37.org
	Tiffany Alley	talley@msad37.org
	Rebecca Fletcher	rfletcher@msad37.org
Special Education Ed Techs:	Lynn Lyford	llyford@msad37.org
	Holly Fraser	hfraser@msad37.org
	Dot Blackwood	dblackwood@msad37.org
	Amber Morse	amorse@msad37.org
	Kristin Fahey	kfahey@msad37.org
	Christina Willey	cwilley@msad37.org
	Kathy Howell	chowell@msad37.org
	Jill Kennedy	jkennedy@msad37.org
	VACANT	
Title I Ed Tech	Dianne Farren	dfarren@msad37.org
Law Enforcement/Yearbook	James Howell	jhowell@msad37.org
Kitchen	Lisa Roeber	lroeber@msad37.org
	Charlene Foster	cfoster@msad37.org
	Valerie Beal	
	Kristie Dinsmore	kdinsmore@msad37.org
Custodial Staff	Andrew Sprague	asprague@msad37.org
	Anne Wright	
	Dan Frye	
	Gregory Grant	

MISSION STATEMENT

Adopted by the MSAD #37 School Board 2/25/09

Our mission is to provide students the opportunity to acquire knowledge and develop their academic and social skills.

Academic Expectations

- ☐ **Students will be effective communicators**
- ☐ **Student will be creative and practical problem-solvers**
- ☐ **Students will be independent learners**

Social Expectations

- ☐ **Students will practice appropriate personal and social behavior**
- ☐ **Students will demonstrate civic responsibility**

PRINCIPAL'S MESSAGE

We have prepared this handbook to better inform you of our policies and regulations. Students are expected to conduct themselves in an appropriate manner. It provides you with a variety of information that will make your years at Narraguagus Jr/Sr High School more productive and enjoyable. Together let's make Narraguagus Jr/Sr High School the best it can be.

The ultimate purpose of education is to help each student become an effective citizen in our society. We need to prepare our students to live, participate, and be successful in the world of tomorrow. We need to realize that we are jointly accountable for this learning experience. The teachers, parents, and students all have an important role to play.

Please take time to read this handbook carefully. Be sure that you understand everything in it. This handbook cannot cover every aspect of school life; therefore, common sense should be relied upon to address any rules not found in this booklet.

SCHOOL CODE

1. Respect the faculty, school personnel, school property, and each other.
2. Take pride in your school and help keep it clean and attractive.
3. Be prompt and dependable.
4. Dress as attractively and comfortably as possible during school and for all school functions.
5. Cheer for your school, not against your opponent.
6. Realize the seriousness of cheating and do not get involved in it.
7. Do your best. Be organized and do not put off what you can do now.
8. Remember that you are now writing the record that will follow you for the rest of your life. You are responsible for your actions.
9. Treat your classmates as you would have them treat you.
10. Always conduct yourself in such a manner that Narraguagus Jr/Sr High School, fellow students, and community will have a reason to be proud of you

SCHOOL COUNSELING SERVICES

Maria Frankland, Director of Guidance

The comprehensive school counseling program at Narraguagus Jr/Sr High School supports the academic, career, and personal/social development of every student. Based on the American School Counselor Association (ASCA) National Model, the school counseling program is a collaborative effort between the school counselor, students, parents, teachers, and administrators. Beyond simply providing responsive services, the school counseling program is an integral part of students' daily educational environment.

Through the use of developmental guidance in classroom lessons, individual and small group counseling, and collaboration with teachers and parents, students receive support in many areas, including but not limited to:

- Academic advisement and scheduling
- Academic interventions and accommodations
- Anti-bullying prevention programs
- Behavior management and conflict resolution
- College and career planning
- Crisis intervention
- Referral to outside agencies as needed
- Suicide prevention programs
- Transcript and student records management
- Use and interpretation of testing results

Parents are invited to contact me directly discuss any concerns about their student. I may be reached via email at mfrankland@msad37.org or by phone at 483-2747, ext. 2. Parent appointments may be made by contacting Mary Fickett, Guidance Secretary, via email at mfickett@msad37.org or by phone at 483-2747, ext. 2. Areas in which we may work together include new student orientation, home-school relations, academic success, social/emotional wellbeing, resiliency, parenting strategies, crisis at home, career/college transitions, and referrals to community support services. Please be aware that there may be a time when I may speak with your student confidentially due to a self-referral, student referral, agency referral, or teacher/staff/administrator referral.

School counseling services are not provided via electronic methods, including text message, email, and social media. The School Counseling Office is a Safe Space where all students are welcome.

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 at any time or place directly interferes with the operations, discipline, or general welfare of the school.

GENERAL INFORMATION

ACADEMIC ACHIEVEMENT

The basis for grades is the teacher's evaluation of the student's daily successful performance in class.

A student's grades become a part of their permanent record. Grade reports are sent home every nine weeks to notify you and your parents of your academic progress. Academic progress reports will be sent home at the midpoint of each quarter. Grades are also available to students and parents on a daily basis on Powerschool. If you have any questions about your grade, or about access to Powerschool, please contact the guidance director.

Grading System:

A	93-100
B	85-92
C	76-84
D	70-75
F	69 and below

A "70" must be achieved in order for credit to be earned.

ACADEMIC ACHIEVEMENT RECOGNITION

Narraguagus Jr/Sr High School intends to recognize students who have achieved honors during their high school years. These students will be honored at the Academic Awards' Night in the spring of the school year.

1. Students who have made the honor roll for a total of six (6) quarters will be awarded an academic pin. (Lamp of Knowledge)
2. Students who have made the honor roll for a total of ten (10) quarters will be awarded an academic letter.
3. Students who have made the honor roll for fourteen (14) quarters will be awarded the Principal's Award. (The Golden Apple). (The cutoff for this award is the end of the 2nd qtr. of senior year)

ACADEMIC AWARDS

An assembly will be held at the end of the academic year to honor students receiving academic awards.

ASSEMBLIES

At all times the students' behavior should be calm and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for-clapping, stamping of feet, horse play, or talking during the assembly/functions.

ATTENDANCE POLICY

See the MSAD #37 Attendance Policy under found on our website at msad37.org.

BELL SCHEDULE

On Mondays, Wednesdays and Fridays students will attend all six of their classes and these will be 50 minutes each. On these days the lunch period will be divided into two different sessions with the classes that students are taking during period 4 determining which lunch the student will have.

On Tuesdays, students will only attend their periods 1,3 and 5 classes for 80 minutes each and on Thursdays, only their periods 2, 4 and 6 classes for 80 minutes each. During the two lunch periods on Tuesdays and Thursdays, all students will either be in lunch or homeroom.

On Tuesdays and Thursdays, there will be a learning lab period with a concentration on career and education development, and SAT preparation.

BELL SCHEDULE				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:03 First Bell	8:03 First Bell	8:03 First Bell	8:03 First Bell	8:03 First Bell
8:06-8:58 Period 1	8:06-9:31 Period 1	8:06-8:58 Period 1	8:06-9:31 Period 2	8:06-8:58 Period 1
9:01-9:51 Period 2		9:01-9:51 Period 2		9:01-9:51 Period 2
BREAK	BREAK	BREAK	BREAK	BREAK
9:58-10:28 Guided Study	9:39-11:01 Period 3	9:58-10:28 Guided Study	9:39-11:01 Period 4	9:58-10:28 Guided Study
10:31-11:21 Period 3		10:31-11:21 Period 3		10:31-11:21 Period 3

11:24-11:44 Lunch A		11:47-12:37 Class	11:04-11:22 Lunch A or HR 11	11:24-11:44 Lunch A	11:47-12:37 Class	11:04-11:22 Lunch A or HR	11:24-11:44 Lunch A	11:47-12:37 Class		
11:24-11:49 Class 4A	11:52-12:10 Lunch B	12:13-12:37 Class 4B	11:28-11:46 Lunch B or HR	11:24-11:49 Class 4A	11:52-12:10 Lunch B	12:13-12:37 Class 4B	11:28-11:46 Lunch B or HR	11:24-11:49 Class 4A	11:52-12:10 Lunch B	12:13-12:37 Class 4B
11:24-12:14 Class	12:17-12:37 Lunch C	11:52-12:10 Lunch C or HR	11:24-12:14 Class	12:17-12:37 Lunch C	11:52-12:10 Lunch C or HR	11:24-12:14 Class	12:17-12:37 Lunch C			

12:40-1:30 Period 5	12:13-12:58 Learning Lab	12:40-1:30 Period 5	12:13-12:58 Learning Lab	12:40-1:30 Period 5
1:33-2:23 Period 6	1:01-2:23 Period 5	1:33-2:23 Period 6	1:01-2:23 Period 6	1:33-2:23 Period 6

BUILDING

Narraguagus Jr/Sr High School belongs to the communities of M.S.A.D. #37. Students are expected to help care for the building by using it with respect. Chairs are to be used to sit on, not on the tables, desks, or the floor. Defacing and destroying school property is an offense which may result in a suspension. Payment for the destruction may be the responsibility of the student and his/her parents.

BULLYING

See MSAD #37 Policy on Bullying found on our website at msad37.org.

CELL PHONES and Other Electronic Devices

Cell phones and other personally owned electronic devices are to be used only during break, between classes, or during lunch. It is not to be used during a guided study, learning lab, or during an assembly of any kind. It is not to be used in a classroom, unless specifically authorized by the teacher for a specific purpose. There is a spot designated by the classroom teacher in each classroom where students may put their devices upon entering the room. If a student chooses not to put it in that spot, then it must be turned off and not used. If the student chooses to use it, then it will be confiscated by the teacher until the end of the class period. If the student refuses to give it to the teacher, the student will be sent to the office, where the device will be confiscated by administration and kept until the end of the day. Repeated offenses will result in further disciplinary action, up to and including a parent conference, suspension, or even expulsion from school.

CHEATING/PLAGIARISM

For students to receive the maximum educational benefit, their own performance must be evaluated. Cheating and/or plagiarizing on tests, quizzes, reports, or any individual student products is prohibited and will result in a "0" for that piece of student work. It may also result in suspension depending on the severity of the offense and at the discretion of the principal.

CITIZENSHIP

It is an expectation that all students will be good school citizens, who follow the School Code at the beginning of this handbook.

CORRIDOR TRAFFIC

During class time, the corridors should be clear of students. Permission to be in the corridor will be at the teacher's discretion. Students must have a signed pass. Classes will begin 3 minutes after the close of the preceding class. Students must be in the classroom before the bell rings or they will be considered tardy.

COURSE LOAD

Students must register for six courses. Exceptions will be approved by both Guidance and the Principal and will only be considered in extreme extenuating circumstances.

COURTESY

Faculty and staff will be addressed courteously and never by their first name. Courtesy also includes language; the use of profanity, swearing and obscene language will be not tolerated.

COURTSHIP PRACTICES/PERSONAL DISPLAYS OF AFFECTION

Holding hands is acceptable. Kissing and embracing are not allowed on school property, on the school bus, or on school trips.

DANCES

Each class may sponsor a dance during the school year. The following regulations apply.

- Dances are for the enjoyment of Narraguagus Jr/Sr High School students and their dates only.
- Students may sign up any guests from outside of the school. On the Thursday before the dance, the list will be taken down and reviewed by the Principal, members of the student government, and the faculty. Those individuals may remove names of objectionable individuals at that time. A revised list will be posted on the day of the dance. Only persons who are on the list will be allowed to enter the dance. Students are responsible for the behavior of their non-school dates. **Students who have not attended school on the day of the dance will not be able to attend the dance.**
- There must be two (2) faculty member chaperones, including the group's advisor who is designated as the "person in charge", and if possible, two (2) parents. Also, either the Principal or the Assistant Principal must attend all dances.
- A contract, in writing and signed by the Principal, will be entered between the school and whoever provides the music.
- If there is any doubt as to whether a student is under the influence of drugs or alcohol, the security officer and/or

administrator will talk with the student and ascertain if suspicions are verified. If the student is determined by security or administrator to be under the influence, the parent shall be contacted to take the student home. The high school reserves the right to use a breath analyzer kit to help determine whether or not a student is impaired. Any incident shall be reported in writing to the principal on the first school day after the dance.

- Doors will be closed one hour after the start of the dance except for students who work or make arrangements ahead of time for late entry. Anyone who leaves the building during the dance will not be readmitted.
- The sponsoring group will provide a list of those serving as a clean-up committee following the dance. The clean-up committee will assist the custodian.
- Groups who do not adhere to rules will not be allowed to sponsor any other dance. Likewise, any student or date who does not obey rules will be asked to leave and will not attend any other school dances for that particular school year.

DRESS CODE

It is recognized at Narraguagus Jr/Sr High School that cleanliness, personal appearance, and proper dress habits are important in establishing the pattern of school and social conduct, and that there is a direct relationship between student appearance, attitude, and behavior. Students' dress, grooming, and appearance must comply with the school dress code standards. The responsibility for the personal appearance of the student rests with the parent/guardian and the student. Personal appearance shall not detract from the educational process.

Inappropriate clothing is not acceptable at Narraguagus Jr/Sr High School. Clothing worn to school should be neat, clean, and without holes. Health regulations require footwear at all times in school. The following types of clothing will not be allowed in school:

- ☐ Hats, except on designated days
- ☐ Frayed skirts and shorts
- ☐ Sunglasses
- ☐ Excessively short skirts or shorts. Fingertip length is the rule.
- ☐ Midriff-baring tops
- ☐ Tank tops, string tops, muscle shirts
- ☐ Extremely tight clothing
- ☐ Extremely baggy or loose clothing
- ☐ Shirts printed with offensive language, personalities that promote violence, alcohol/drug slogans, nudity or other suggestive slogans
- ☐ Any clothing that is deemed to be disruptive or endangers the school population.

Each offense will be handled individually. Students violating this dress code will be sent home or required to cover up the offending garment. The student will be expected not to wear the garment to school again, or be subject to disciplinary action. The administration reserves the right to make the final decision on the dress of its students.

DRUG & ALCOHOL POLICY

See the MSAD #37 Drug & Alcohol Policy found on our website at msad37.org.

EARLY DISMISSAL

Parental notes requesting a student's early dismissal must be present in the office prior to the first bell of the day. Notes must clearly state the reason and time for dismissal. Students granted permission will receive an Early Dismissal Pass which is shown to the teacher at the time of dismissal.

Excused early dismissals include: medical/dental appointments, family emergencies, recognized religious holidays, and driver tests. Unacceptable reasons for early dismissal include: no more classes for the day, shopping, etc.

EXTRA HELP

If you find that you are having difficulty in a subject, see your teacher for extra help before school, after school or during homeroom. Do not wait to seek help. In addition, the National Honor Society is willing to provide student tutors upon request. See the National Honor Society advisor for more information. Students may also request referral to the Student Assistance Team by checking with the guidance director or the Pupil Evaluation Team (PET).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

See the MSAD #37 Notification of Rights under FERPA on our website at msad37.org.

FINAL EXAMINATIONS

Final exams will be administered during the designated exam period. All students are expected to take their exams during this time. If a student is absent during the regularly scheduled exam period, makeup must be scheduled with the teacher and approved by the administration. Cheating on any exam will result in a grade of "0" on that test.

FIRE ALARMS

Fire and evacuation drills will be held periodically. The alarm system is one on which life may depend and is not to be tampered with. In the event that extinguishers or the alarms are set off, the particular students involved, when apprehended, will be suspended pending further action by the MSAD #37 Board of Directors.

GRADUATION REQUIREMENTS

See the MSAD #37 Graduation Policy IKF on the MSAD #37 website (msad37.org).

1. All students need a total of 22 credits in order to graduate from Narraguagus Jr/Sr High School.
2. The following is a list of Narraguagus Jr/Sr High School diploma requirements:

- 4 credits in English
- 3 credits in Science
- 4 credits in Math
- 3 credits in Social Studies
- 1 credit of Health
- 2 credits of Physical Education (Gr. 9 & Gr. 10)
- 1 credit in Fine Arts
- Computer Proficiency
- 20 hours of documented community service

3. Each student will be required to take a minimum of six (6) courses.
Please refer to "Correspondence Courses" in the Table of Contents in the front of this booklet.

Graduation honor cords will be given to students with the following cumulative grade point averages:

Highest Honors 95-100 (3 honor cords)
High Honors 91-94 (2 honor cords)
Honors 87-90 (1 honor cord).

GUM

Chewing of gum is prohibited in the science rooms and any other classroom at the discretion of the teacher.

HARASSMENT, PHYSICAL AND/OR SEXUAL ABUSE

See the MSAD #37 Policy on Harassment and Sexual Harassment of Students found on our website at msad37.org.

HAZING

See the MSAD #37 Policy on Hazing found on our website at msad37.org.

HONOR ROLL

The honor roll will be computed at the end of each marking period and posted prior to being made public. If a student has any questions regarding the honor roll, he or she should contact the guidance director as soon as possible. High Honors will be awarded to any student earning all A's. Honors will be awarded to any student with A's and/or B's. Students with any grade lower than a B will not be considered. For 9th graders, any student with 3's and/or 4's would make the honor roll.

INTERNET POLICY

See the MSAD #37 Student and Computer Use Policy found on our website at msad37.org.

LIBRARY

The library/media center is the information hub of the school. It is available for reading, studying and classwork. When you have questions about research--MLA or APA citation, resources and materials or help with revising or proofreading, head to the library! Please come in and browse the shelves for something to read, and if you don't find what you are looking for, we can usually get it for you. Come into the library during homeroom or guided study and check out a book; it's fast and easy. The library is also a classroom. Ms. Holub teaches 11th and 12th grade honors and Dual Enrollment English there, and during all six periods students are in the library taking on-line classes. Please come and go from the library quietly. Ms. Holub is available to assist you before and after school, during homeroom and learning lab, and anytime she is not teaching.

LOCKER BREAK

During the short break after the second period of the day, students have 5 minutes to go to the restroom, to lockers, etc. Unless it is an emergency, students **will not be allowed** to leave the classroom during the period following locker break.

LOCKERS AND PADLOCKS

Lockers with private combinations will be assigned to each student in the fall. These lockers remain under the control of the school. It is the student's responsibility to maintain the confidentiality of the locker combination. **The school is not responsible for losses from unsecured lockers.** Padlocks are recommended for gym lockers only. At the end of the year, lockers must be cleaned and inspected before the student's last final exam. Vandalizing lockers will result in disciplinary action and payment for damage done.

MAKE-UP WORK

Please refer to the time lines for make-up in the Attendance Policy, found on our website at msad37.org.

NO SCHOOL ANNOUNCEMENTS

No school announcements will be broadcast on radio and TV stations. They will also be posted on the district web page @ www.msad37.org, the high school web page at nhsknights.org, and on the Narraguagus facebook page.

ONLINE LEARNING

Additional learning opportunities may be offered through online technology. These opportunities will be coordinated through guidance and approved by the principal.

OPEN CONTAINERS

No open containers will be allowed in the halls.

PERMISSION SLIPS

Permission slips for field trips or school sponsored trips are available in the main office. When needed for any reason, each must be signed by a parent. The signed permission slip will also serve as notification to a parent of the trip planned.

PHYSICAL EDUCATION

The physical education instructor will establish appropriate dress. Inasmuch as the basket lockers are not as secure as the steel lockers, those students assigned basket lockers may choose to keep their gym equipment in their hall lockers. This may be safer even if less convenient. Physical education or gym equipment must not be used without direct supervision. In addition, penalties will be assessed to any student found in street shoes on the gym floor or misusing gym equipment (such as kicking basketballs and volleyballs).

POLICY MANUAL

The MSAD #37 Policy Manual is available for review in the NHS Principal's office or at the Superintendent's Office or on our website at www.msad37.org, and at nhsknights.org.

PURCHASES

The procedure for all co-curricular and extra-curricular purchases will be as follows:

All uniforms, equipment and supplies will be budgeted for through the regular budgetary process. These items shall be purchased through their respective departments at Narraguagus Jr/Sr High School. All student fundraising efforts will be coordinated by Narraguagus Jr/Sr High School advisors and administration. Guidelines for fundraising will be established at the beginning of each school year.

SCHOOL BUS CONDUCT AND SUSPENSION OF PUPILS FROM BUSES

See the MSAD #37 Policy on Student Conduct on Buses, EEAEC, and the MSAD #37 Policy on Procedures for Suspending Pupils from School Buses, EEAEC-R, on the MSAD #37 website (msad37.org).

SCHOOL DAY

Once students arrive at school by bus or car, they shall not leave the school grounds without permission from the administration. This applies to the period before school, as well as to the remainder of the school day until the dismissal bell. Permission will not be given for picking up books, taking cars to the garage or meeting hair appointments. Students should be in the building during the evenings for scheduled activities only.

SCHOOL LUNCHES

Students can buy breakfast, lunch, and A La Cart items daily with cash, or add money to their lunch account at any time.

Lunch prices will be announced at the beginning of each school year.

Students bringing their own lunch will eat it in the cafeteria during their scheduled lunch.

SCHOOL MAIN OFFICE

In order that the office staff be able to do its work more efficiently, students may visit the offices before school, during lunch, after school or at a teacher's request. At these times, appointments may be made to see the principal/assistant principal/guidance. Students are not allowed in the storage room near the office. The changing of money will only be done before school, during lunch or after school.

SCHOOL RECORDS

Records of current students are kept in the storage vault. These records may include biographical materials, courses taken, grades and credits received, test scores, and results of medical examinations. These records are normally available to school officials and teachers for cause, to officials of other schools in case of transfer, to authorized representatives of certain governmental agencies and to appropriate persons to protect a student's health and safety in an emergency.

Parents may inspect and review the records, have them explained, obtain a hearing if they challenge them, and request that no records be released without their written parental consent. At age 18, a student acquires the same rights afforded his parents. Further details concerning records and procedures may be obtained from the guidance director.

SEARCH OF STUDENTS AND/OR PERSONAL PROPERTY IN STUDENTS' IMMEDIATE POSSESSION

See the MSAD #37 Policy on Questioning and Searches of Students found on our website at msad37.org.

SMOKING

There will be no smoking on the school grounds, in the school building, or in cars on the school grounds. If it is determined beyond a reasonable doubt that a student is smoking on school grounds, or if a student is in possession of tobacco products on school grounds, the student will be subject to disciplinary action.

See the MSAD #37 Policy on Tobacco Use and Possession found on our website at msad37.org.

STUDENT PARKING

M.S.A.D. #37 provides reliable and safe bus transportation for all students. However, students who drive a vehicle to school will be expected to obey the following regulations. Violations of these regulations will result in the loss of the privilege of driving to school.

1. Student parking will be in designated areas only.
2. Upon entering school grounds, vehicles are to be parked.
3. Students are not allowed to sit in parked cars on school grounds.
4. Vehicles driven by students must be registered in the office.
5. Only seniors will park in the designated senior parking area.
6. Students with vehicles who leave school grounds at any time during the school without authorization of the office will automatically lose the privilege of driving vehicle to school for a minimum of one week.
7. The maximum speed on school grounds is ten (10) miles per hour.

Infractions of the above will result in a suspension of privilege to drive on the school grounds for a period of time to be determined by the school principal.

TARDY TO CLASS/SCHOOL

Promptness is a virtue, very important in our way of life, whether it be in our work or in our commitments to other people. A student who is late for class/school must get an admission slip from the office before going to class. A student is allowed two tardies per semester.

Lateness to class/school will result in following:

Tardy #1	No Penalty
Tardy #2	No Penalty
Tardy #3	1 Hour Administrative Detention
Tardy #4	1 Hour Administrative Detention
Tardy #5	1 Hour Administrative Detention; and Parent/Student/Administrator Meeting
Tardy #6	3 Hour Saturday Detention
Tardy #7	3 Hour Saturday Detention
Tardy #8	Parent/Student/Administrator Meeting

TELEPHONE

The office telephones are not for use by the students except in the case of an emergency. No calls are to be made during class time unless it is an emergency. No other telephones in the building are to be used by students at any time during the school day.

VENDING MACHINES

The vending machines are for the benefit of the general school and athletic programs and the convenience of the students. Littering in the halls could result in the removal of the machines from the building. Food and drink are not to be consumed in the hallways and only at the discretion of the teacher in each classroom. No food or drink may be consumed in the science labs. The machines will be available in the AM until the first bell. All machines will be available in the PM at dismissal.

VISITORS

Visitors are welcomed to Narraguagus Jr/Sr High School. All visitors will report to the high school office upon arrival, and will be expected to wear a visitor pass while in the building.

VISITORS--STUDENT

Student visitors will be allowed only after prior approval has been granted by the principal and the classroom teachers involved. NHS students will be responsible for the behavior of their visitors.

WEAPONS

Suspension is mandatory and recommendation to the School Board for expulsion is mandatory when a student possesses, uses, displays, transmits, or handles a weapon on school grounds.

DISCIPLINE

The school code provides guidelines for self-respect. Penalties will vary according to the nature of the infraction. Disciplinary action taken by the principal, or his/her designee, will be on an individual basis dependent on the inappropriate action(s) of the student. These penalties may include detention or suspension or referral to the MSAD #37 School Board for expulsion.

DETENTIONS

Detentions will be assigned by either a teacher or the principal depending on the nature of the infraction by the student. It is the teacher's responsibility to enforce school rules/policies and maintain classroom discipline conducive to a healthy learning atmosphere. A student violating school rules/policies or disrupting the learning environment may be given a detention by a teacher. All teacher detentions must be served within one week of the infraction.

A Principal's detention will be a one (1) hour detention following the school day. The principal's detention will be for the following infractions:

1. Failure to attend the teacher's detention
2. Being sent to the office by a teacher for disciplinary reasons
3. Violation of school policies

Students have 1 week from the date of a principal's detention to make arrangements to stay for detention. After this time, the detention takes precedence over all other activities, including athletics. Detentions will be served in a designated room. School is dismissed at 2:23 p.m.; detention begins promptly at 2:30 p.m. Students who arrive late will be reported to the office. During detentions there will be no bathroom passes and no talking at any time. Students are expected to bring work or reading material with them. No locker passes will be given once detention starts. Teachers may come to detention hall to take students who need to make up work for them. Anyone that violates the detention rules will be sent from the detention to the office. Saturday detentions will be assigned as needed.

SUSPENSION

Suspension is one of the most serious disciplinary measures taken. A student being suspended will be informed of the reason for and the length of suspension. He/She will be encouraged, when appropriate, to present an explanation on his/her own behalf, before a decision is reached. The suspension period will start at the time the student is informed that he/she is being suspended from school. Efforts will be made to contact the student's parent(s)/guardian by phone when the decision to suspend a student has been made. A letter will be sent home with the student and a copy mailed to the parent(s)/guardian stating the reason for the suspension and period of time the suspension is in effect. A further hearing will be granted upon request by the parent(s)/guardian. A student who is suspended will not be allowed to participate in any extracurricular activities during the suspension period, or be allowed on any SAD 37 property to attend extra-curricular activities. If vacation falls within the suspension period, the above will apply to the vacation days as well.

A student may be suspended for the following reasons:

1. Leaving the school building without permission
2. Repeated detention for the same reason
3. Continued willful disobedience toward other persons or school rules, etc.
4. Skipping classes or detention
5. Smoking
6. Fighting
7. Stealing
8. Use and/or possession of illegal drug(s)/stimulant(s)
9. Disrespect toward others
10. Constituting a safety threat to other student(s) or staff
11. Abuse of school property
12. Intentional disruption
13. Being sent to the principal's office for discipline
14. Use of inappropriate language
15. Other reasons as deemed necessary by the principal/designee

The first and second suspensions may either be in-school or out-of-school depending on the nature and severity of the infraction. This decision will be the prerogative of the principal or his/her designee. An in-school suspension will differ from an out-of-school only by the fact that the student will be in school segregated from the rest of the student population. Upon readmission to school, the student will be expected to make up all work missed during the suspension period. The student will have one day for each day out of school suspension to complete work missed, which is consistent with the Attendance Policy.

A third suspension within a school year will require the student and parent(s)/guardian to meet with the Superintendent of Schools before readmission of the student to school.

A fourth suspension and other subsequent suspensions within a school year will require the student and parent(s) or guardian(s) to meet with the Superintendent of Schools who may refer the student to the MSAD #37 Board of Directors for a disciplinary hearing. At that time, the MSAD #37 Board of Directors may expel or re-admit the student.

The principal or his/her designee has the authority to skip any of the above stated suspensions and have the student and parent(s)/guardians meet with the Superintendent of Schools or the MSAD #37 School Board, if the nature of the infraction warrants such action.

EXPULSION

The MSAD #37 Board of Directors may expel students following a hearing, at which the student and his/her parents are requested to be present. This penalty may be invoked for any student who is deliberately disobedient, or deliberately disorderly, or for the infractions of violence or possession, furnishing or trafficking of any scheduled drug, if found necessary for the peace and usefulness of the school.

N.H.S. ATHLETIC TEAMS

FALL

Co-Ed Golf

*Girls' J.V. Volleyball

Girls' Varsity Volleyball

Girls' Cross Country

Boys' Cross Country

Girls' Soccer

Boys' Soccer

WINTER

*Boys' J.V. Basketball

Boys' Varsity Basketball

*Girls' J.V. Basketball

Girls' Varsity Basketball

Varsity Cheerleading

*J.V. Cheerleading

*All J.V. teams are dependent on numbers.

SPRING

*Boys' J.V. Baseball

Boys' Varsity Baseball

*Girls' J.V. Softball

Girls' Varsity Softball

Co-Ed Track & Field

CLUBS & ORGANIZATIONS

FFA

Advisors: Caroline Foote & David Rinkle

The Narraguagus FFA (Future Farmers of America) is part of the national FFA which is the premier youth organization preparing members for leadership and careers in the science, business and technology of agriculture (which includes the fishing industries). The Narraguagus Chapter meets weekly and is open to new members all year.

MATH TEAM

Advisor: Vacant

The math league is an informal group of students, most of whom are currently enrolled in one or more college bound math classes. The group competes in four math meets; three sponsored by the Hancock County Math League and the fourth meet is the State Competition held alternately in Portland and Orono.

NATIONAL HONOR SOCIETY:

Advisor: Lisa Emerson

Members of the Narraguagus Jr/Sr High School Chapter of the National Honor Society must maintain a high average, demonstrate leadership qualities, and have a high regard for this high school. Active involvement in school and community affairs is also a consideration in the selection process.

OUTDOOR CLUB:

Advisor: Tracie Martin

The Outdoor Club is comprised of any students enrolled at Narraguagus Jr/Sr High School who enjoy outdoor activities. Students will be required to pay for their own fees that they incur. Fees could include ski rentals, lift tickets, and tubing tickets. The following are examples of activities that the group has participated in: skiing and tubing at Hermon Mtn., hiking at Acadia National Park and Sea Coast Fun Park in Trenton.

STUDENT GOVERNMENT

Advisor: Caroline Foote

Student government members are elected from each class in early September. There are two freshmen, three sophomores, three juniors, and four seniors. The student government members elect their own officers (president, vice-president, secretary and treasurer). The major activities each year have been two blood drives and the Christmas activities prior to the Christmas break. The organization is free to sponsor other activities with the approval of the school administration. Student government is the organization that works with students for school improvements. This commitment may require some morning meetings prior to the first bell of the day. Should you have a concern, approach you class rep, as well as the administration.

CIVIL Rights Team

Advisors: Elizabeth Holub and Thomas Absalom

Maine's Civil Rights Teams are sponsored by the Maine Office of the Attorney General. The mission of the group is to increase the safety of students by reducing bias-motivated behaviors and harassment in our schools. The Narraguagus Jr/Sr High School Civil Rights Team (CRT) is open to all students in grades 7 through 12. The core mission of the CRT is to ensure that ALL students feel safe, welcome and respected at Narraguagus regardless of race, color, national origin, ancestry, religion, physical or mental disability, gender (including gender expression), and sexual orientation. The CRT meets once a week. Members collaborate to create activities focused on identifying and addressing issues of bias in our school and community. The CRT *empowers* student members to be leaders in addressing issues of bias creating a structure and opportunity for student response to incidents of bias in the school or community. Members of the CRT are encouraged to attend an orientation/training workshop held in Brewer in the fall and an end of the year celebration in Augusta. There is no cost for these field trips and transportation is provided.

AIDES

The school also has various student aide programs in the following areas. For more information, please contact the person in charge of that area.

LIBRARY - Elizabeth Holub
OFFICE - Dawn Stubbs

PHYS ED - Tracie Martin
SPECIAL ED - Tom Absalom

WEIGHTED GRADES POLICY

Class rank is determined by a student's weighted grade average. A student's cumulative grade point average is not weighted. The cumulative grade point average is the total average of all grades during your high school career. If you are a sophomore, this would be your freshman & sophomore year grades, etc. (Examples of each below)

Class rank is determined at the end of the first semester of your senior year. This is a total of 7 semesters. Official cumulative grade point averages are reported on the transcript after 7 semesters **AND** 8 semesters.

Graduation honor cords will be given to students with the following cumulative grade point averages: Highest Honors 95–100 (3 honor cords), High Honors 91–94 (2 honor cords), and Honors 87–90 (1 honor cord.)

Advanced Placement courses will have a weight of 1.3; Early College classes will have a weight of 1.3, subject to guidance & principal approval; Honors courses will have a weight of 1.2; all other courses will have a weight of 1. The weight is multiplied by the credit and grade to determine the total sum for each class. The sum is then divided by the total number of credits to determine the average. Below is an example of how this would be figured:

CLASS RANK DETERMINED BY THE FOLLOWING EXAMPLE:

Class	Weight	X	Credit	X	Grade	=	Sum
English 4–Honors	1.2		1		95		114.0
A. P. Biology	1.3		1		93		120.9
MS Office 2000	1		1		97		97.0
A. P. Statistics	1.3		1		90		117.0
Calculus–Honors	1.2		1		88		105.6
Foods & Nutrition	1		½		98		49.0
Women Writers–Honors	1.2		1		94		112.8
Total sum:							716.3

$716.3 \div 6.5$ (credits) = 110.2 weighted grade average

CUMULATIVE GRADE POINT AVERAGE DETERMINED BY THE FOLLOWING EXAMPLE:

Class	Credit	X	Grade	=	Sum
English 4–Honors	1		95		95
A. P. Biology	1		93		93
MS Office 2000	1		97		97
A. P. Statistics	1		90		90
Calculus–Honors	1		88		88
Foods & Nutrition	½		98		49
Women Writers–Honors	1		94		94
Total sum:					606

$606 \div 6.5$ (credits) = 93.23 non-weighted cumulative grade point average

AFFIRMATIVE ACTION

As stated in Title IX of the Education Amendments of 1972, and the Section 504 of the Rehabilitation Act of 1973, it is the policy of MSAD #37, Harrington, Maine, to insure equal employment, educational opportunities, affirmative action regardless of race, sex, color, national origin, marital status, religion, age, or handicap in accordance with all federal and state legislation relative to discrimination. Inquiries and information about the Grievance Procedure can be made to: Susan Hodgkins, Superintendent's Office, PO Box 79, Harrington, Maine, 04643 (483-2734).

For more information, please refer to the MSAD #37 Affirmative Action Policy found on our website at msad37.org.

NARRAGUAGUS JR/SR HIGH SCHOOL~~~SCHOOL SONG
written by John B. Whitten

NARRAGUAGUS! Give us a cheer
NARRAGUAGUS! Loud and clear
Under the dome or out on the field
Our colors show you how we feel
At NARRAGUAGUS, NARRAGUAGUS!
We're number one
We're the Narraguagus Knights
NARRAGUAGUS, NARRAGUAGUS, NARRAGUAGUS HIGH
Let's hear it
NARRAGUAGUS, NARRAGUAGUS, NARRAGUAGUS HIGH!!!!

My Bill of Rights

*As a member of the school community,
I have the right to.....*

A drug free school zone.
Freedom from gangs and bullies on the school campus.
A school environment that respects differences
and values individuality.
A school that encourages and teaches anger management
and conflict resolution skills.
Education on the dangers of substance abuse.
Zero tolerance of weapons and violent behavior.
A positive school climate where all students can
learn and feel important.

Stages of Drug Use

While the stages of substance abuse differ with each individual, there are patterns of behavior common to many teens.

STAGE ONE

The first stage of drug use typically begins in social settings. Teens may experiment occasionally, and are curious about the chemical effects they are experiencing, or feel excitement about not getting caught.

STAGE TWO

At this stage, teens actively seek drugs, but they are able to limit their use to parties or weekends.

STAGE THREE

At this stage, teens now choose their friends and arrange their life around drugs. Their tolerance increases, requiring them to use more drugs. They may begin to experience memory loss and extreme mood swings. Problems at school or with the law may begin to occur as a result of their drug use.

STAGE FOUR

At this level, getting high has become the most important thing in teens' lives. It is part of a daily regime, which helps them cope with everyday life. They begin to lie, or lose interest in everything they used to care about. Conflicts increase with their family, and they become defensive or are in denial about their problem. Other signs may include sleeping problems, memory loss, poor nutrition, and increased financial problems. Users may have a chronic cough or weakened immune system.

**MOST IMPORTANT DECISIONS
YOU'LL EVER MAKE
By Sean Covey**

- | | | |
|-----------|-----------------------|--|
| #1 | School | <i>What are you going to do about your education?</i> |
| #2 | Friends | <i>What type of friends will you choose and what kind of friend will you be?</i> |
| #3 | Parents | <i>Are you going to get along with your parents?</i> |
| #4 | Dating and Sex | <i>Who will you date and what will you do about sex?</i> |
| #5 | Addictions | <i>What will you do about smoking, drinking, drugs, and other addictive stuff?</i> |
| #6 | Self-Worth | <i>Will you choose to like yourself?</i> |

**THE 7 HABITS OF HIGHLY EFFECTIVE TEENS
By Sean Covey**

- | | |
|----------|--|
| Habit 1: | Be Proactive: <i>Take responsibility for your life.</i> |
| Habit 2: | Begin with the End in Mind: <i>Define your mission and goals in life.</i> |
| Habit 3: | Put First Things First: <i>Prioritize, and do the most important things first.</i> |
| Habit 4: | Think Win-Win: <i>Have an everyone-can-win attitude.</i> |
| Habit 5: | Seek First to Understand, Then to Be Understood: <i>Listen to people sincerely.</i> |
| Habit 6: | Synergize: <i>Work together to achieve more.</i> |
| Habit 7: | Sharpen the Saw: <i>Renew yourself regularly.</i> |

Please print this page and return to school – Thank you!

I, _____, the parent / guardian of
_____ have read and understand the expectations and
rules as described in the 2019-2020 Narraguagus Senior High School student handbook.

I, _____, a Narraguagus Senior High School student
agree to abide by the rules and expectations as described in the 2019-2020 Narraguagus Senior High
School student handbook.

Signature of parent / guardian _____

Signature of student _____

Date _____