

Narraguagus Junior High School Handbook

2019-2020

Revised 7/7/18



“Motivation is what gets you started....Habit is what keeps you going”
~Jim Rohn

Habits of Mind

Self-Directed Learner:

Meet Quality Standards
Persevere
Set & Monitor Goals
Manage Impulsivity

Reflective Learner:

Understand One’s Learning Style
Cultivate Creativity & Imagination
Maintain a Growth Mindset
Respond to Feedback

Collaborative Worker:

Work Toward Team Goals
Listen with Understanding & Empathy
Seek to be Understood
Resolve Conflict

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Narraguagus Jr/Sr High School

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The staff at the Narraguagus Jr/Sr High School welcomes you! We look forward to an exciting and challenging school year. Everything that is offered to you is meant to assist and lead you in reaching your full potential. We are here to help you reach your goals. As students at Narraguagus Jr. High School, we encourage you to be active learners and participants in all that we do. We want the years you spend with us to be the best they can be. The opportunity to work with you as you prepare for your future is an opportunity that is important to all of us.

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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

- 1. Students will be effective communicators**
- 2. Student will be creative and practical problem-solvers**
- 3. Students will be independent learners**

Social Expectations

- 4. Students will practice appropriate personal and social behavior**
- 5. Students will demonstrate civic responsibility**

MSAD #37 WEBSITE ADDRESS

www.msad37.org

NARRAGUAGUS Jr./Sr. HIGH SCHOOL WEBSITE ADDRESS

www.nhsknights.org

This handbook has been prepared as a guide to help you to be better informed of our policies and procedures. The handbook 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 our 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.

OUR VISION: EDUCATION EXCELLENCE

RSU/MSAD #37 Vision Statement

RSU/MSAD #37 promotes the belief that all students can learn. To facilitate this process, children need positive parental involvement, community participation, and a safe and supportive school environment.

RSU/MSAD #37 must set high, realistic goals for all students and staff. Development of self-esteem, self-discipline, respect, pride, and compassion, along with a well-rounded educational program, will enable our students to become lifelong learners.

RSU/MSAD #37 Top Ten Beliefs

- *Children need to develop self-control and assume responsibility for their actions.
- *Students must assume ownership and responsibility for their learning.
- *Positive parental involvement is a must.
- *Every student needs to experience success.
- *Each learner is an individual.
- *Every child can learn. It is important to validate accomplishments and recognize various capabilities.
- *Develop self-esteem and a sense of pride.
- *The family must take primary responsibility for the student.
- *Narraguagus Jr./Sr. High School provides a safe and supportive environment for all students and staff.

HOME-SCHOOL COMPACT

Narraguagus Jr/Sr High School and the parents of the students participating in activities, services and programs at our school agree that this compact outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve Maine's high standards.

School Responsibilities

Narraguagus Jr/Sr High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Maine's student achievement standards as follows:
 - a. By defining essential learnings with district assessments based on the Common Core and State Standards;
 - b. By selecting curriculum that closely aligns with the Common Core and State Standards;
 - c. By using Best Practice strategies in the implementation of the curriculum;
 - d. By participating in Professional Learning Communities to provide on-going professional support for teaching; and
 - e. By supporting students in achieving behaviors that promote learning for all.

2. Hold parent-teacher conferences twice a year during which this compact will be discussed as it relates to the individual child's achievement.
 - a. Conferences will be held at the end of the first and third ranking periods. Generally, these conferences are held in November and April.
3. Provide parents with frequent reports on their children's progress.
 - a. Quarterly student progress reports are available and will be sent home upon request. Daily progress can be monitored by parents on Powerschool. Other contacts may be provided through email notices, notes home, and parent contact before or after school or by phone.
4. Provide parents with reasonable access to staff.
 - a. Parents may expect that a teacher or other staff will respond within a reasonable length of time, usually within the week, at a parent request for a meeting.
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.
 - a. Notification of upcoming events will be posted on the school calendar at www.nhsknights.org. Parents are encouraged to participate in activities.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

1. We ensure that our children arrive at school on time and ready to learn.
2. **We will schedule meetings, doctors' appointments, family vacations and family events so as not to interfere with the academic year. Not all of what takes place in a classroom can be reproduced on paper. The best learning opportunity takes place in the classroom.**
3. We will monitor our children's homework and provide them with an environment that is not distracting in which to do it.
4. We will encourage our children to read.
5. We will encourage our children's curiosity and interest in the world.
6. We will limit television viewing, computer games, and internet use to reasonable amounts (recommended by American Pediatric Association-an hour a day).
7. We will volunteer in school as much as is practical.
8. We will support our children's participation in school related activities.
9. We will take an active role in promoting the best interests of our children.
10. We will make academic decisions based on academic recommendations and the best interests of our students.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve Maine's high standards by:

1. Taking responsibility for our learning and asking for assistance when we need help.
2. Completing assignments, including homework, in a timely manner.
3. Doing our homework and reading nightly.
4. Giving to our parents and other responsible adults all notices and notes sent home from school.
5. Following the rules and expectations of the school to improve the atmosphere for all learners.
6. Attending school on a regular basis.

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.

ATHLETICS

Students must maintain passing grades in order to participate in athletics. The classroom teachers will check grades regularly during the sports' seasons. A failing grade or inappropriate behavior in school may result in the student not being allowed to participate in athletics.

Refer to the elementary athletic code, parent/guardian consent form and the physician's statement form, which is posted on our website at www.nhsknights.org.

ATTENDANCE

Daily attendance is necessary for the successful attainment of classroom objectives. It is recognized that absence from school may be necessary under certain circumstances.

Valid reasons for an absence are:

- Personal illness
- Serious illness or death in the family
- Absence approved by the Principal in advance
- Emergency medical or dental attention
- Observance of religious holidays

When a student is absent a signed, dated excuse must be sent with the student when they return to school. Absence does not excuse the student from making up assignments.

All junior high students arriving by bus before 7:30 shall go directly to the assigned area of the cafeteria. Students will remain in the cafeteria until dismissed to homerooms by the duty teacher.

Students should arrive at school no later than 8:05 a.m. Students arriving after 8:05 a.m. are to report to the office before going to class.

If a student has an appointment during the day, a note should be sent in to the teacher informing them that the student will be dismissed early.

A student who becomes ill during the day or has some other type of emergency must always be signed out at the office before leaving school.

When a student is not going home on his or her regular bus, the parent must write a note of permission. If a student is not taking a bus home and other arrangements have been made for transportation, a note must be given to the classroom teacher.

ACADEMIC AWARDS AND HONOR ROLL

Students are honored for their individual and/or group achievement. Students in grades 7 - 8 are recognized for achieving Honor Roll status by receiving a certificate of achievement. Students may earn all A honor roll, A&B honor roll and all B honor roll status. Students are recognized at an end of the year awards ceremony as well. Awards presented at year end will include: Honor Roll, Individual student awards, Perfect Attendance, Student Council, Band, Chorus, Spelling Bee, Physical Education, and Art.

ATHLETIC AWARDS

Upon the *successful completion* of a sport season, students will receive a certificate of participation. These will be presented at an end of the year award's ceremony.

BACKPACKS

Jr. High students will be required to use their lockers and not carry backpacks during the school day.

BASKETBALL GAMES / STUDENT RULES

1. Students come to the game to watch the game!
2. No students shall leave the building and then re-enter. If students leave the building, they must leave the premises.
3. Students will not run around the gym during the game. Students are to remain seated while the game is in progress.
4. Food and drink is sold for the convenience of the spectators and for the financial benefit to the school. Students, as well as adults, are responsible for the picking up of and the disposal of any food or drink containers that they had during the game.
5. A basketball game is a school function. Therefore, school rules do apply. Students that fail to abide by the rules may not be allowed to attend future basketball games.

BUILDING

The school building belongs to the citizens of RSU/MSAD #37. It is our charge to maintain it to the best of our ability. Students are expected to care for the building and use it with respect. Students are expected to pick up after themselves. Defacing and destroying school property is a serious school offense and will be treated as such. Payment for any destruction will be the responsibility of the student and his/her parents or guardian.

BULLYING

Please refer to the MSAD #37 Policy on Bullying which is posted on our website at www.nhsknights.org.

BUS CONDUCT GUIDELINES

Bus rules are distributed to each student. Students are expected to obey all rules. Should questions arise regarding busing, please contact the student's bus driver or the RSU/MSAD #37 Transportation Director at 483-2734.

Infraction of any of these rules may be grounds for suspension from a bus. (Suspension from one bus means suspension from all buses in this district during regular runs.) Severe infractions may be dealt with by the Superintendent and Transportation Director and may result in a lengthy suspension of the pupil's bus riding privileges.

COMPUTER AND INTERNET USE

Computers will only be used during the school day for school purposes and when under the supervision of a staff member. Please refer to our policy on Student Use of Computers, Internet Policy, Acknowledgment Form, and Laptop Agreement, which is posted on our website at www.nhsknights.org.

COURTESY

Faculty and Staff will be addressed courteously at all times. Courtesy also includes language. The use of profanity will not be tolerated. Rude and disrespectful behavior will not be tolerated.

DANCE RULES AND REGULATIONS

1. All dances must be scheduled at least two weeks in advance and must be approved by the Principal.
2. Students will be responsible for making all of the necessary arrangements for dances (obtaining approval from the principal, scheduling the gym, securing chaperones, planning for refreshments, setting up, etc.).
3. Students will be responsible for cleaning up after dances.
4. Students must remain in the building during the dance.
5. Students must stay in the gym. Locker rooms are off limits.
6. The school dress code applies at all dances.
7. Food and drink are to be consumed at the lunch tables only, not in the gym.
8. Students are to stay away from the musical equipment.
9. Students should make arrangements for transportation home at the proper time.
10. Times are always posted in advance so there is no need to make phone calls.
11. The principal or assistant and at least one staff member will be in attendance at all dances.
12. For the most part, dances will begin at 6:00 and conclude by 8:00.
13. Cooperation in picking up students promptly after the dance will be appreciated.
14. Disruptive students and any students under the influence of alcohol or drugs will be required to leave the premises. Parents or police will be called to take the student home. Disciplinary action will include the student being barred from future dances.
15. Students from grades 6-8 in RSU/ MSAD #37 are allowed to attend dances.

DETENTION

In the event that a student earns a detention from a teacher, the student will bring home a detention notice. If the detention is from the administration, a detention notice will be mailed home. Detention is held from 2:30 to 3:30. If a detention is earned, students may be held from participation in any extra-curricular activities until the detention is served.

DISCIPLINARY MEASURES

Discipline is one of the most important lessons taught through education. It is the training that develops self-control and character. It is the key to good conduct and proper consideration for other people.

Students are expected to conduct themselves in a manner that will not interfere with the rights of others in order to ensure an atmosphere of learning.

Rules and expectations are established and maintained. For any students that violate the rules there are consequences for their behaviors.

Teachers are responsible for discipline in the classrooms, study halls, lunchroom and throughout the school. Students are required to respond to any member of the NHS Jr/Sr High School staff even if it isn't their regular classroom teacher. Teachers may assign any reasonable penalty as a consequence for a student's inappropriate behavior.

Students that repeatedly violate school rules or that engage in an act of a very serious nature may receive an after-school detention, an in-house suspension or an out of school suspension to be administered at the discretion of the school administration. The penalty may vary according to the nature and seriousness of the rule infraction and the number of infractions the student has had previously.

All school rules are based on the premise of respect for others and assurance of safety. Most students cooperate well, but occasionally school staff has to correct students. If frequent corrections have to be made, we will inform parents so that we can work together to help solve any problems.

DISMISSAL

Students may be dismissed early for medical and dental appointments, family emergencies and illness. If you are picking up your child/children, please come in to the main office. A signed and dated excuse should accompany the student upon returning to school.

Regular daily dismissal will begin at 2:23 for bus students. If you are picking up your child/children prior to 2:23, please come in to the main office. This is a necessary procedure in order for us to ensure that your children are safe and accounted for at all times.

Students who are not being dismissed to a bus will be held in the classroom until all buses have left, and then will be dismissed.

In the event that you would like to visit with a teacher, please wait until after all buses have left. Your cooperation with the dismissal process is greatly appreciated.

DRESS AND PERSONAL APPEARANCE

The school dress code is as follows: wear clothes that are whole, clean, and that fit properly. Students may not wear clothing that interferes with and/or detracts from the normal educational process and atmosphere of the school, or if it is offensive, attracts undue attention to the wearer or causes a disturbance.

1. Hats are not to be worn in the building, except on specified days.
2. Pajamas are not to be worn to school at any time.
3. Spandex worn, as the outer garment is not allowed, either at school or at a dance.
4. Any garment that does not adequately cover a student's body will not be allowed.
5. Students must make sure they are dressed appropriately for the weather. Shorts may be worn (as long as the length is no shorter than the fingertips of the hands extended down the legs).
6. Clothing with suggestive slogans or that promotes drugs, alcohol, or tobacco products are not permitted.
7. Pants are to be worn around the waist and not hanging below the waist area. Underclothing shall not be visible. This could be a safety issue as well as a modesty issue.
8. Items of a dangerous nature are not permitted. This could be, but not limited to, large chains (not regular necklaces), items with protrusions such as spikes or any other item that is deemed inappropriate.

DRUG AND ALCOHOL USE BY STUDENTS

Please refer Policy on Drug and Alcohol Use by Students which is posted on our website at www.nhsknights.org.

EXTRA CURRICULAR

Our school strongly encourages children to participate in extra-curricular activities as they serve to "round out" their education. Activities that are offered are Jr. High Soccer, Jr. High Volleyball, Jr. High Cross Country, Jr. High Basketball and Cheering, District Basketball, Baseball, Softball, Student Council, Jr. National Honor Society, Chorus, Band, and Drama.

FIELD TRIPS

Field trips are planned by classroom teachers to complement the curriculum. The building principal and the superintendent approve all trips. All students are expected to attend. Parents/Guardians will be asked to sign a permission slip whenever their child's class goes somewhere outside RSU/MSAD #37. Parents will be informed of field trips within the District.

FIRE and EMERGENCY RESPONSE DRILLS

Drills will be held periodically. The teachers will conduct the students in an orderly manner to the assigned safety zones. Students will learn safety response procedures at the beginning of the school year.

FIRST AID

At the beginning of the school year, emergency information sheets are sent home to parents / guardians. Please return these forms to school as soon as possible. This information informs the teachers and administration of what procedure you would like us to follow in case of an emergency, sickness or injury to your child. Minor scrapes and bruises will be taken care of in the office. Illness or injury beyond something minor will require you to come and pick your child up from school.

ILLNESS

Students who are sick with vomiting and/or have a fever, should not be in attendance at school. If your child displays these symptoms while at school, you will be contacted to have them picked up. Our school nurse is shared by the other 3 schools in MSAD #37 and so, is not in our building at all times.

INTERVENTION and TITLE I SUPPORT

Our school implements an intervention plan in which all students receive support for extra help and/or enrichment purposes. All teachers and ed. techs. help students work towards achieving educational goals that are determined based on students' individual needs. This program is under the direction of the principal and teacher leaders.

If you find that your child is having difficulty in a subject, have them see their teacher for extra help before school, after school or during the school day. Students should not wait to seek help. It is very important that students do not get behind in their studies.

GIFTED/TALENTED

In accordance with the Maine Department of Education regulation 104, RSU/SAD 37 will implement a Gifted and Talented Program for identified students. The Department of Education defines gifted and talented students as the top 5% of the total student population. RSU/MSAD 37 will identify these students and provide specialized, challenging instruction through acceleration and enrichment activities and programming options. The program will be an in-class differentiation model facilitated by the classroom teacher as opposed to a pullout model. The program philosophy complements the overall district philosophy, which supports an educational program that accommodates each student's individual needs and potential. Students in the program will be helped to become independent learners and responsible community citizens.

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

Please refer to the MSAD #37 Policy on Harassment and Sexual Harassment of Students which is posted on our website at www.nhsknights.org.

HOMEWORK AND MAKE-UP

Assignments are expected to be completed before class begins. Not all work given to students will be graded; however, it is necessary that students do the work in order to learn the information needed to meet a target. Targets will be clearly identified before a new lesson begins. If students get behind, they are expected to make arrangements to stay after school and get the necessary help. When students are absent, it may be necessary to stay after school to make up work that has been missed. Parents of bus students will be notified if the child has to stay after school so that the parent can make arrangements for transportation.

HOT LUNCH

The school provides a nutritious hot lunch and breakfast to every student in the school that wishes to participate in this program. The price is determined annually at the beginning of the school year. It is expected that breakfasts and lunches be paid for on a daily or weekly basis.

MEDICATIONS

Students shall not be permitted to take medication at school unless such medication is given them under the direction of the main office secretary who shall act on the specific written request of the parent or guardian and/or under the written directive of the student's personal physician. In the event a student needs to take medication at school, the medication must be delivered to school by the parent/guardian and the proper paperwork needs to be filled out. Students are not to bring medication to school.

The policy covers all prescription and other drugs, including over the counter medications and any drugs as defined by the RSU/MSAD #37 Drug and Alcohol policy. The policy is posted on our website at www.nhsknights.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 Narraguagus website at www.nhsknights.org, and the Narraguagus Facebook page.

PARENT/TEACHER CONFERENCES

We schedule parent/teacher conference days twice a year. These days are in November and in April. Notices will come home, in advance, with scheduled appointment times. We feel that conferences are a valuable part of our educational process because they allow parents to have input and to ask specific questions about their child's performance. You are encouraged to take full advantage of this opportunity. Parents are encouraged to set up conferences with teachers anytime there is concern for their child's progress.

PHONES

Students may use the school phone in the main office with permission from their teacher and the school secretary for emergencies or illness. It is a student's responsibility to remember his/her books, sneakers, etc. Students will not be allowed to use the school phone to make after school plans with friends. These plans should be made prior to coming to school. Students are not allowed to use cell phones during school hours. If it is necessary for them to have cell phones for after school contact with parents, the cell phones are to remain OFF in their back packs or in their lockers at all times. If cell phones are used during school hours, they will be taken to the principal and parents / guardians must come in to pick the phones up.

POLICY MANUAL

The MSAD #37 Policy Manual is available for review in the NHS Principal's Office or at the Superintendent's Office or at www.msad37.org. Any policy referred to in this handbook will be posted on the Narraguagus website at www.nhsknights.org.

PROMOTION/RETENTION/ACCELERATION

The RSU/MSAD #37 administration and staff will strive to create a positive atmosphere toward learning whereby a student may progress through school according to his/her own individual need and ability.

In situations where there is doubt as to whether to promote, retain, place or return a student to a former grade, the teacher shall consult with the School Principal. Consideration will be given to a student's record of accomplishment, which will be the major criteria for advancement.

In cases of potential retention, the teacher shall notify the parents/guardians in writing of such a possibility by the end of the second ranking period, or following that when such need is identified. A copy of the letter shall be placed in the student's permanent record folder. The teacher involved will arrange a conference with parents/guardians to discuss the situation.

Students who are unable to earn promotion by accomplishment will be retained in their current grade except where there are extenuating circumstances.

APPEALS

- A. Parents/guardians may request an appeals hearing with regard to decisions made by teachers and Principals to retain, place, return to former grade or promote students. This request should be in writing and should explain in reasonable detail a basis for the appeal. The request should be addressed to the Superintendent no later than July 1.
- B. The Superintendent shall research the situation and meet with the parents/guardians for the purpose of exchanging information. The Superintendent will make a decision on the appeal no later than August 15. The Superintendent's decision shall be final.

Please refer to MSAD #37 Policy on Promotion, Retention, and Acceleration. This policy is posted on the Narraguagus website at www.nhsknights.org.

SCHOOL VISITATIONS

All visitors are to buzz the office to gain admittance in the school. This is required as a safety measure in order for the staff to keep your students as safe as possible. You are invited and encouraged to visit classrooms at times that have been pre-arranged with the classroom teacher. If you would like to meet with a teacher, please make an appointment for after school so as not to disrupt class time. Thank you for your cooperation.

REVIEW OF SPECIFIC RULES AND REGULATIONS FOR STUDENTS

1. Pupils returning to school after an absence must present to the front office an excuse stating the date(s) and the reason for the past period of absence.
2. All students that arrive after 8:05 in the morning must report to the school office to be admitted.
3. Students riding bikes, walking to school or being dropped off by parents are not to enter school grounds prior to 7:30.
4. The Principal must approve educational trips and extended vacations in advance.
5. Students may not leave the school grounds without permission.
6. Written permission is necessary before students can be allowed to leave school other than on their regular conveyance or to their regular destination. Notes granting permission must be signed and dated by the parent or guardian. The notes are to be signed by the classroom teacher and submitted to the bus drivers when the pupil enters the bus.
7. Students should dress appropriately for the weather. Even though outside activities are eliminated or curtailed during extremely cold days, emergency situations may prevail which would require immediate building or bus evacuation. Boots, mittens and a warm hat should be part of a student's regular winter attire.

8. Students participating in extra-curricular activities must carry health insurance and have current documentation that the student has passed a physical examination. Participants are accountable to their coach or advisor at all times.
9. Acts such as physical violence, threatening, theft, smoking or destruction of school property may lead to suspension.
10. Students are permitted to bring personal listening devices to be used at the teacher's discretion as long as they do not create any type of disturbance. Violation of teacher rules regarding these devices will result in the loss of privileges to bring these devices to school.
11. Students are not allowed to use cell phones during school hours. If cell phones are brought to school for after school purposes, they must remain in student lockers and turned off until school is dismissed. If a student violates this rule, the phone will be taken to the principal's office and a parent/guardian must come in to pick it up.

SUSPENSION

Only the Principal or Assistant Principal can suspend a student. The student's parents/guardians will be notified. While suspended, the student is not allowed to participate in or attend any school activities or be on any MSAD #37 property. The student is responsible for all school assignments during the suspension.

TESTING

All RSU/MSAD #37 schools administer local assessments and standardized state testing in grades 7-8. The special education personnel upon written parental permission give individual tests for the purpose of evaluating individual student achievement. You will be given the results of all tests in which your child participates. Remember that the major purpose of testing is to measure and improve student learning.

TOBACCO USE AND POSSESSION

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, RSU/MSAD #37 prohibits smoking and the use of all other tobacco products in school buildings and facilities, on school buses during school-sponsored events, and at all other times on school grounds by persons, including students and employees. In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings and facilities, on school grounds and buses, during school-sponsored events and at all other times.

Please refer to the MSAD #37 Policy on Tobacco Use which is posted on our website at www.nhsknights.org.

WEAPONS, VIOLENCE, AND SCHOOL SAFETY

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten expectations and applicable state and federal laws.

School staff members are required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

Please refer to the MSAD #37 Policy on Weapons, Violence, and School Safety, which is posted on our website at www.nhsknights.org.

THE 7 HABITS OF HIGHLY EFFECTIVE TEENS
By Sean Covey

Habit 1: **Be Proactive:** *Take responsibility for your life.*

Habit 2: **Begin with the End in Mind:** *Define your mission and goals in life*

Habit 3: **Put First Things First:** *Prioritize, and do the most important things first.*

Habit 4: **Think Win-Win:** *Have an everyone-can-win attitude.*

Habit 5: **Seek First to Understand, Then to Be Understood:** *Listen to people sincerely.*

Habit 6: **Synergize:** *Work together to achieve more.*

Habit 7: **Sharpen the Saw:** *Renew yourself regularly.*

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 Esteem | <i>What will you do to continue to build your self-esteem?</i> |
| #7 | Self-Worth | <i>Will you choose to like yourself?</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 Junior High School student handbook.

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

Signature of parent / guardian _____

Signature of student _____

Date _____