

# Table of Contents

Mission Statement	4
Absences	5
Academic Cheating	5
Academic Letter	6
Add/Drop	6
Administrative Detention Rules	6
Admission of Resident Students	6
Adult Education Plato Courses for Students	7
Advanced Placement (AP)	7
Alternative Education	8
Assembly Conduct	8
Attendance Policy and Procedures	9
Audit	9
Bell Schedule	9
Building Assets, Reducing Risks (BARR)	9
Bus Conduct	10
Cancellation of Courses by Guidance	10
Cancellation of School	10
Cell Phones and Electronic Devices	10
Class/Lunch Schedules	11
Class Rank	13
Classroom/Building Conduct Expectations	13
Closed Campus	13
Co-Curricular Activities Consequences for Violation of Substance Abuse Policy	13
Co-Curricular Clubs and Activities	13
Code of Conduct	14
College Courses/Special Programs During Senior Year	14
Computer Lab Use	14
Computer Use	15
Connect, Support, Intervene (CSI)—Intervention Block	15
Cooperative Education—SCTC	15
Course Selection	16
Course Withdrawal/Academic Level Change Form	16
Custody Issues	16
Dance and Social Functions	16
Deliveries/Gifts to SAHS Students/Staff	17
Detention	18
Disciplinary Action	18
Dismissal from School During the Academic Day	19
Displays of Affection	19
Dress and Personal Grooming	19
Early Graduation	20
Educational Research: Student Submission to Surveys, Analyses, Evaluations	20
Emergency Cards/Forms	21

Emergency Procedures/Evacuations	21
Evacuation/Fire Drills	21
Family Educational Rights and Privacy Act (FERPA)	21
Field Trip Behavior and Protocol	22
Floats/Trailers	22
Fundraising	22
Grade Closing Dates	22
Grading During Absences and Suspensions	23
Grading Scale	23
Graduation Requirements	23
Guidance Department	24
Habits of Work (HOW)	25
Harassment and Sexual Harassment	25
Harassment	25
Sexual Harassment	25
Harassment Response/Procedures	25
Hazing	26
Homebound Instruction	26
Home School	27
Honor Roll and HOW Honor Roll	27
Hours of the School Day	27
Illness/Injury at School	27
Independent Study	27
Laptops Owned by Students	28
Leaving the Building	28
Lobby Doors	28
Lockdown	28
Lockers	28
Lunch Room Expectations and Procedures	29
Make-Up Procedure and Guidelines	29
McKinney-Vento Homeless Educational Rights	29
Media Center	30
Medication at School	30
Military Recruiter/College Representative Student Access	31
National Honor Society (NHS)	31
Nondiscrimination Policy	33
Parent/Teacher Conferences	33
Passes	33
Physical Education Expectations	33
Restraint and Seclusion	33
Post-Secondary Enrollment Options	34
Power School—Parent/Guardian Access	34
Prohibited Conduct	35
Prohibited Conduct Disrupting Education Process or Endangering Safety	35
Promotion	36
Publications by Students	36

Rally Expectations	36
Relocation/Evacuation Procedures	37
Remediation Options	37
School Resource Officer (SRO)	38
Search and Seizure and Interrogation of Students	38
Section 504 of the Federal Rehabilitation Act	38
Senior Privileges	39
Skipping class	39
Smoking/Tobacco Use	39
Special Education	39
Speech and Drama Academic Eligibility	40
Student Designated Areas and Times	40
Student Intervention and Reintegration Program (SIRP)	41
Student of the Month	41
Student Organizations	41
Student Records	42
Student Rights and Responsibilities	42
Student Violation of Chemical Abuse/Dependency Policy	43
Student Withdrawal from SAHS	44
Study Hall Expectations	44
Summer School/Winter School	44
Suspension Procedures/Offenses/Actions	45
Offenses/Disciplinary Actions	45
Tardy to School and Class	46
Telephone Use	47
Textbooks—Lost or Damaged	47
Vehicles—Parking/Driving by Students on School Grounds	47
Visitors to the School	47
Web Site/Electronic Mail System	48
Weighted Grading	48
Notice to Parents	48
<b>Skowhegan Area High School Philosophy Athletic Code and Contract</b>	49
Athletic Program Offerings	59

# Mission Statement

## Skowhegan Area High School and Bloomfield Academy

The Skowhegan Area High School community values rigorous and relevant academic standards, fosters personal integrity and growth, and promotes self-reliance and social responsibility. We respect and honor the individual talents and differences that strengthen our local and global community. Students will graduate with the foundation necessary to further their learning and become productive citizens.

### Academic Expectations

Graduates of SAHS will become lifelong learners by developing the following skills:

Gathering Information	Listening	Reading
Solving Problems	Speaking	Using Technology
Writing		

### Core Values

Central to all MSAD 54 policies and Skowhegan Area High School procedures and rules are the following core values:

Compassion	Courage	Fairness
Honesty	Respect	Responsibility

Through adherence to these core values, SAHS endeavors to create a community climate where students are welcomed and involved, where cooperative partnership develops between the school and parents, where all adults model ethical behavior, where teachers are expected to teach and enforce ethical and responsible behavior, where behavior is an integral part of the curriculum, where good behavior is actively promoted and recognized, and where the discipline process is impartial, consistent and educational.

### Literacy Vision

All Skowhegan Area High School students will graduate fully literate. Adolescents who are fully literate know and use **reading, writing, listening, speaking, and thinking strategies** to learn across all content areas, they can demonstrate and communicate that learning to others, and they can transfer their learning to new situations.

### Social and Civic Expectations

Graduates of SAHS will become responsible and engaged citizens by acquiring the following skills or qualities:

- Demonstrating ethical and responsible behavior
- Displaying respect and tolerance of all
- Becoming an effective collaborator
- Contributing positively to the local and global community
- Developing civic responsibility

**Absences:**

Maine law designates six reasons why a school may excuse a student's absence. Parents are responsible for notifying the school of the reason for the student's absence. However, because Maine School Law is specific, parental permission for an absence does not assure that it will be an excused absence. The following absences are excused and will allow for make-up work to be given credit:

- Personal illness
- An appointment with a health professional that cannot be made outside the regular school day
- Observance of a recognized religious holiday when the observance is required during the regular school day
- A family emergency (verification may be requested)
- A planned absence for personal or educational purposes that has been approved by the school--approval must be secured in advance. Forms are available in the main office.
- Educational disruption

Absences not noted above will be reviewed by the administration.

**Excused Absences:**

For absences that are AE, TE, I, or S, make-up work and a grade will be allowed, and the student will receive credit for the work. After being contacted by the student, each teacher will set a completion date for make-up work.

Absences Due to Suspension

While suspended, it is the student's responsibility to maintain assigned work. Students may check with either the teacher or fellow students regarding homework and work to be made up. Failure to make up work by the arranged time may result in a grade of zero for the assignments.

**Unexcused Absences from School:**

Students who fail to present a parent note to the office documenting an excusable absence upon their return will be considered unexcused but will be allowed to make up work and assignments.

**Academic Cheating:**

- **Cheating** is inexcusable. The offense may result in a grade of zero for the work involved and written notification sent to the parents explaining the incident. Continued cheating may result in no credit being awarded for the course.
- **Plagiarism** is passing off as one's own work that of another. Students must be very careful researching a project that they do not copy the work of another and turn it in for credit. If there is any question in your mind, consult your teacher. Plagiarism is cheating.

**Academic Letter:**

Any student earning honors or better also earns points toward a Skowhegan Area High School **Academic Letter**, awarded every spring in a special ceremony. 12 points are required to earn an Academic Letter: All A's = 3 points; High Honors = 2 points; Honors = 1 point. All points must be earned at Skowhegan Area High School to qualify for a SAHS Academic Letter.

**Add/Drop:**

If at all possible any needed add/drop should be handled before the beginning of a school year. Guidance counselors are available a week after the school year ends and a week before the school year begins to address specific scheduling needs.

Although students are expected to remain in a course once a course begins, it may be possible for a student to add or drop a class after the start of a semester. Adding or dropping must happen within the first two weeks of the start of a class unless unusual circumstances arise. Student add/drop may be allowed after thorough consideration of the rationale for the requested change and the student, a parent/guardian, the guidance counselor, and the teacher have all signed the required procedural paperwork. Completion of this paperwork is the responsibility of the student. Until approval for the change occurs students are expected to remain in and attend the currently scheduled class.

**Administrative Detention Rules:**

Administrative Detention is assigned by the building administrator and is an extension of the student's regular school day as a result of a school infraction. Regular school expectations still apply while in detention. Unless specifically requested by a faculty member or an individualized educational plan (IEP), school computers are not available during administrative detention.

- All school rules apply
- Students may not eat or drink while serving detention
- Students must arrive on time to receive full credit for serving the detention
- Students may not leave the room without permission
- Students are responsible for their own transportation after detention
- Uncooperative students or disruptive behavior will result in removal of the student with a possible suspension until the detention is served appropriately
- Cell phones are not allowed in administrative detention

**Admission of Resident Students:**

School Administrative District #54 shall admit as students those children of legal school age who live with parents or legal guardians residing within the municipalities of Canaan, Cornville, Mercer, Norridgewock, Smithfield and Skowhegan. Adequate proof of residency will be required and verified.

Guardianship shall be substantiated by a copy of a court order appointing the resident as guardian of the student. If the appointment of guardianship has not been made when the student enters school, the appointment must be completed within 45 days. No student shall be accepted for enrollment on the basis of guardianship established by a power of attorney. State wards shall be considered residents of the district for purposes

of school enrollment. Students who have attained the age of 18 or who are emancipated under Maine Statutes shall be considered residents of the district for school purposes.

Students whose parents have purchased housing within the district may begin the semester with permission of the Superintendent. Students whose parents are moving from the district may complete a semester with the permission of the Superintendent.

In the case where this policy presents an extreme hardship, the affected individuals may appeal to the Board of Directors for a waiver on a case-by-case basis submitting a written request for waiver to the Chairperson.

### **Adult Education Plato Courses for Students:**

SAHS students enrolled in an Adult Education PLATO course will be scheduled into an assigned period and area of the SAHS day in which to work on their coursework. The student's guidance counselor and the adult education director will arrange scheduling. The assigned area will be the SAHS Interactive Television office. The ITV coordinator will provide supervision.

SAHS students taking Adult Education courses, including PLATO, must complete all course work by the end of the high school semester in which they started the course work. Final grade and credit, if earned, will be awarded at that time. Exceptions to this assignment will be made only in extenuating circumstances and with the expressed, written permission of both the Adult Education Director and the student's high school guidance counselor.

### **Advanced Placement (AP):**

#### Policy

Philosophy: The Advanced Placement (AP) and Honors programs offer students exposure to college-level materials and accelerated learning opportunities. These courses are designed to challenge highly motivated, committed students. AP and Honors courses require a commitment on the part of the student to complete assignments outside the classroom, both during the summer and the school year. AP also provides students an opportunity to demonstrate their learning through performance on an AP exam. Some colleges/universities may award credit to a student earning a designated score (determined by the individual post-secondary institution) on an AP exam.

Enrollment: Enrollment in AP and Honors courses offered in a classroom setting at SAHS will be determined through the teacher recommendation process. A teacher will complete an evaluation/recommendation form on which the teacher rates the student's learning characteristics, including enthusiasm for the subject; aptitude; intellectual curiosity; appropriate foundational skills; and ability/habits of work essential for success in a rigorous learning environment.

AP Exams: Students enrolled in AP courses are expected to take the respective AP

exams. In the event a student experiences documented medical issues or extenuating personal circumstances, the building administrators or designee may reconsider this expectation and make a determination.

### Practice

**Enrollment:** Students in AP/Honors courses offered in a classroom setting at SAHS will enroll “in house.” Only if a significant scheduling conflict prevents a student from enrolling “in house” will the student be allowed to enroll in an equivalent course via a virtual or other alternate platform.

Initial enrollment in AP/Honors courses will be based on teacher recommendations. If a student or parent/guardian would like to discuss the reasons for the placement recommendation, a meeting among relevant parties (i.e., student, parent/guardian, recommending teacher, AP/Honors teacher, guidance counselor, content area curriculum leader) will take place. If the meeting does not result in consensus concerning the student’s placement, the student or parent/guardian may appeal the determination to the building administrator, who will make the final determination after conferring with relevant parties.

### AP Exam Fees:

RSU 54 pays the full cost of each AP exam. Because the College Board charges the district an additional fee for each unused exam, a student who withdraws from an AP course after the exam has been ordered or who has an unexcused absence from an AP exam will be required to pay the additional fee. Documented medical issues or extenuating personal circumstances would be considered in this process.

### **Alternative Education:**

The Marti Stevens Learning Center (MSLC) provides alternative education programming to appropriately placed Skowhegan Area High School students. MSLC will provide an academic, social and vocational experience with an emphasis on project-based learning. Students interested in attending MSLC should see their guidance counselor for more information.

SAHS students enrolled at (MSLC) must adhere to the following expectations:

- Bus pick-up and drop-off for MSLC students will be at MSLC only
- Unless by prior approval by both MSLC and SAHS building administrators, MSLC students are not to load onto or get off buses at SAHS.
- MSLC students needing to visit SAHS for any reason (media center, guidance, class, labs, etc.) must report directly to the school’s main office upon entering and leaving the building if not accompanied by a staff member.

### **Assembly Conduct:**

Assemblies and rallies are an extension of Skowhegan Area High School’s overall educational mission and attendance is required at these functions by all students. Positive recognition of student and faculty accomplishments in addition to sharing important information are major purposes of assemblies. Students are expected to



display attentive, respectful behavior that coincides with the type of activity being conducted. Disruptive behavior will result in disciplinary action. Please follow district cell phone policy and food and drink are prohibited in the gym during assemblies.

### **Attendance Policy and Procedures:**

The faculty, parents, and students of the Skowhegan Area High School community believe that attendance in the classroom is important and essential to the education of our students. An absent student does not benefit from nor contribute to class activities and discussion. Therefore, students should make every effort to minimize absences.

Parents/guardians should call the school either prior to or on the day of an absence or send a note in with the student upon his/her return. Returning without a note will:

- Receive an unexcused (U) absence
- May receive a zero for each unexcused absence from teachers
- Should a note be brought in, outstanding administrative detention(s) will be cancelled, all zeroes will be changed to the actual student grades, and any designated (U) will be changed to (AE).
- **Deadline Notice**—Unexcused (U) absences and assigned zeroes may only be addressed/changed during the affected quarter. **Grade/attendance status changes will not be changed after the last day of the affected quarter.**
- **School Related Absences:** Students will be credited with an excused absence when they are absent due to school-sponsored events. Credited absences include, ISS, OSS, field trips, college fairs, testing, band, drama, sports, college visits arranged through the guidance office (3 approved), meeting with school administration or counselors, and district transportation problems. Students are, however, responsible for completing any missed assignments.

### **Audit:**

A course audit is a privilege offered to students who need to strengthen skills and understanding of a subject area. Students who audit a class are expected to attend all classes, complete all assignments and take all required assessments. Course credit is not earned for an audit. An audit form must be submitted (available in Guidance).

### **Bell Schedule:**

The SAHS bell schedule operates on a Day 1, Day 2 alternating set calendar day schedule. Each day contains 4 80-minute blocks and 5 lunch sections. Additionally, the Connect, Support, Intervene (CSI) block will be part of the Wednesday and Thursday student schedule.

### **Building Assets, Reducing Risks (BARR):**

Beginning with the class of 2020, the Building Assets, Reducing Risks (BARR) program will be implemented to support ninth grade students successfully transition to Skowhegan Area High School. The BARR program utilizes a team-based approach to build relationships between students and staff, provide targeted and specific academic support based on real-time performance data, engage parents and the community, and build the development of skills that support success.

**Bus Conduct:**

School buses and bus stops are considered extensions of MSAD #54 schools with all school rules in effect. Notice of bus rules is distributed to parents and students at the start of each year. Riding the school bus is a privilege. It can be revoked for failure to adhere to general rules of courtesy, cooperation, and respect for property and/or safety issues. The bus driver has authority over the bus and may issue warnings and/or dismissal warnings while administrators may revoke bus privileges or assign consequences.

**Cancellation of Courses by Guidance:**

Courses may not be offered if they are under-enrolled or if financial constraints cause reduction in programming.

**Cancellation of School:**

Announcements for school cancellations are on the following TV/Radio Stations:

**TV** – Channels 2 (WLBZ), 5 and 13 (WGME), 6 (WCSH), and 8 (WMTW)

**Radio** – WTOS – 105.1 FM (Skowhegan), WKTJ (Farmington), WABK (Gardiner), WQCB (Brewer), WKIT/WZON (Bangor), 92 MOOSE (Sidney), and WKSQ (Ellsworth)

**Cell Phones and Electronic Devices:**

Students will be allowed to use privately owned computers, laptops, electronic devices and cell phones at school provided that the students comply with the SAHS Student Computer, Internet and Cyber Safety Policy and the accompanying rules.

Use of students' own cell phones and devices must be consistent with the school expectations for school conduct and the various district-wide policies. **Cyberbullying** is defined as the use of electronic communications to bully a person, typically by sending messages of an intimidating or threatening nature and will result in disciplinary action.

Compliance is mandatory. Students who violate the policies and rules may, after being given an opportunity to respond to an alleged violation, have their laptop, electronic device or cell phone privileges limited or revoked. The building administrator shall have the final authority to decide whether a student's laptop, electronic device or cell phone privileges will be altered, based on the circumstances of the particular case.

Violations of any of these expectations may result in disciplinary action, referral to law enforcement and/or legal action, and privileges being revoked.

In the interest of student safety, on-line behavior and on-device behavior, must remain respectful.

We encourage parents not to call or text their child during the school day. If you need to get a hold of your child, please call the office.

Cell use:

- May be used prior to 8:15, during lunch and after 2:15
- May be used during passing time between classes with ringers off
- Music may not be audible at any time; use of **one** ear bud is allowed
- May be used by seniors in the lobby with lobby study hall privileges
- Per policy JFCK cell phones must be turned off during class time unless authorized by a staff member for school purposes
- May not be used in the office while students are waiting for disciplinary action
- Are not allowed in ISS—phones will be collected while a student is in ISS and will be returned to the student at 2:15
- No incoming or outgoing voice calls or texts are permitted at any time during classes or study halls. If students need to call or text home, please come to the office to use the school phone or obtain permission to use personal cell phone
- **The use of cameras, including camera phones, is strictly prohibited at any time in the school.** Pictures and/or videos may be taken for school purposes, such as class pictures, athletics, or yearbooks. In other instances, students must obtain administrative or teacher permission before photographing or making videos of any individual. Non-compliance will result in confiscation of item and suspension.
- Students privately-owned electronic devices may be subject to search if there is a reasonable suspicion that the student is violating Board policies, procedures, or school rules. (JFCK)

If these rules are violated, the teacher will immediately confiscate the device and turn the phone into the office.

- **1st offense:** warning, return phone to student after school
- **2nd offense:** warning, return phone to parent after school
- **3rd plus offense:** administrative detention, return phone to parent after school

**Note:** Failure to surrender an electronic device will be considered failure to follow a directive and will result in a suspension. Multiple offenses may incur additional consequences at the discretion of the administration.

### **Class/Lunch Schedules:**

#### **Monday/Tuesday/Friday Schedule**

8:15-9:35	Block 1	MSLC:	11:00-11:20
9:40-11:00	Block 2	Lunch A:	11:20-11:40
11:05-12:50	Block 3	Lunch B:	11:43-12:03
12:55-2:15	Block 4	Lunch C:	12:07-12:27
		Lunch D:	12:30-12:50

**Wednesday/Thursday-CSI-Schedule**

8:15-9:27	Block 1	MCLC:	11:00-11:20
9:31-10:43	Block 2	Lunch A:	11:23-11:43
10:47-11:23	CSI Block	Lunch B:	11:48-12:08
11:27-12:59	Block 3	Lunch C:	12:14-12:34
1:03-2:15	Block 4	Lunch D:	12:39-12:59

**Class/Lunch 1-Hour Delay M/T/F Schedule**

9:15-10:22	Block 1	MSLC:	11:00-11:20
10:25-11:32	Block 2	Lunch A:	11:32-11:52
11:35-1:05	Block 3	Lunch B:	11:55-12:15
1:08-2:15	Block 4	Lunch C:	12:18-12:38
		Lunch D:	12:45-1:05

**Class/Lunch 1-Hour Delay Wednesday/Thursday-CSI-Schedule**

9:15- 10:12	Block 1	MSLC:	11:00-11:20
10:16-11:13	Block 2	Lunch A:	11:52-12:12
11:17-11:52	CSI Block	Lunch B:	12:13-12:33
11:56-1:14	Block 3	Lunch C:	12:34-12:54
1:18-2:15	Block 4	Lunch D:	12:54-1:14

**Class/Lunch 2-Hour Delay M/T/F Schedule**

10:15-11:05	Block 1	MSLC:	11:30-11:50
11:10-12:00	Block 2	Lunch A:	12:00-12:20
12:05-1:20	Block 3	Lunch B:	12:21-12:41
1:25-2:15	Block 4	Lunch C:	12:42-1:02
		Lunch D:	1:03-1:23

**Class/Lunch Early Release Day Schedule**

8:15-9:00	Block 1	Lunch A:	9:51-10:07
9:03-9:48	Block 2	Lunch B:	10:07-10:23
9:51-10:55	Block 3	Lunch C:	10:23-10:39
10:58-11:43	Block 4	Lunch D:	10:39-10:55
		MSLC:	11:00-11:20

**Buses leave at 11:45****Class/Lunch Rally Schedule**

8:15-9:25	Block 1	Lunch A:	10:40-11:00
9:30-10:40	Block 2	Lunch B:	11:05-11:25
10:45-12:15	Block 3	Lunch C:	11:30-11:50
12:20-1:30	Block 4	Lunch D:	11:55-12:15
		MSLC:	12:20-12:40

**Class/Lunch Student of the Month Amended Day Schedule**

8:15-8:45	Assembly	MSLC:	11:00-11:20
8:48-10:03	Block 1	Lunch A:	11:24-11:44
10:06-11:21	Block 2	Lunch B:	11:47-12:07
11:24-12:59	Block 3	Lunch C:	12:10-12:30
1:00-2:15	Block 4	Lunch D:	12:37-12:57

**AM Meeting Advisory Group/Class/Lunch Schedule (as needed)**

8:15-8:25	Advisory	MSLC:	10:47-11:07
8:30-9:46	Block 1	Lunch A:	11:07-11:27
9:51-11:07	Block 2	Lunch B:	11:30-11:50
11:12-12:54	Block 3	Lunch C:	11:53-12:13
12:59-2:15	Block 4	Lunch D:	12:34-12:54

**Class Rank:**

Class rank is determined by a student’s cumulative grade point average. Cumulative grade point average is calculated four times during the school year at the end of each quarter. Initial class rank will be determined once a student has attended Skowhegan Area High School four consecutive quarters.

**Classroom/Building Conduct Expectations:**

- Students are expected to display mutual respect for people and property at all times.
- Students are expected to report on time for advisory, all classes and study halls.
- Students may not loiter in the halls or restrooms.
- Students may not leave the building during the school day for any reason without permission from an administrator.

**Closed Campus:**

Skowhegan Area High School is a closed campus. Once students arrive on school property, they may not leave the property/building unless by prior approval from a school administrator.

**Co-Curricular Activities Consequences for Violation of Substance Abuse Policy:**

Any student holding a leadership position in a co-curricular or extra-curricular activity and any student holding an elected office will forfeit that position if that student violates the MSAD 54 Substance Abuse Policy. Students involved in the Math Team, Business League, Speech Team will not be allowed to participate in 20% of the competitive activities while Drama, Jazz Ensemble, and Show Choir will be ineligible for 20% of the season measured from the initial date of tryouts to the culminating event if the Substance Abuse Policy is violated.

*Administration will decide appropriate penalties for any activity not listed above.*

**Co-Curricular Clubs and Activities:**

Skowhegan Area High School offers a wide variety of clubs and non-athletic activities for students. Often activities develop within a school year to address specific needs or causes. The Skowhegan Area High School band involves many students in a wide variety of musical activities throughout the year. The band performs at rallies, football and basketball games, and school and public concerts. The following is a list of clubs and activities available to Skowhegan Area High School students.

Art Club	Drama	Robotics
Band	Lever (Yearbook)	Skowhegan Scoop – school newspaper
Big Brothers/Big Sisters	Math Team	Speech Team
Business League	National Honor Society	Spanish Club
Chorus	Outing Club	Student Council
Civil Rights	Poetry Club	Theatre
Disc Golf		

### **Code of Conduct:**

Maine State Law requires and the MSAD #54 Board of Directors has established expectations regarding ethical and responsible student behavior. Considerable effort has gone into identifying core values, expectations and policies that define specific areas of concern. Harassment, hazing, violence and weapons, sale or use of drugs are considered particularly serious because of their potential to disrupt the educational experiences of numbers of students. Policies addressing these are included in this handbook.

### **College Courses/Special Programs During Senior Year:**

Seniors may enroll in college and earn high school graduation credits as well as college credits during their senior year. Approval of the guidance counselor and building administrator must be secured if the subjects are to be used for diploma requirements. Many colleges also offer on-campus summer programs to outstanding juniors. Information is usually available by early spring of each year. For more information, contact the guidance office.

### **Computer Lab Use:**

The computer lab is available for students who are working on school assignments. It is open from 8:15 AM to 2:45 PM. Help is available at all times. All students who wish to use the lab must:

- Obtain a computer lab pass from the teacher who has assigned work to be completed in the lab
- Have your study hall teacher sign the pass and indicate the time that you left for the lab
- Sign in on the clipboard when you arrive in the lab signing YOUR FULL NAME, your time of arrival, and the room number from where you came
- Sign out on the clipboard if you leave before the end of the period noting the time of departure and destination--the teacher in the lab must sign the pass
- Work quietly in the lab at all times
- May not leave the lab without permission
- If a student cannot follow these expectations, the student will be sent back to study hall and will lose computer lab privileges for a specified period of time.

## **Computer Use:**

Before using school computers or the Skowhegan Area High School Internet, students and parents must have signed and returned the Maine School Administrative District #54 Student Computer and Internet Use Form. This policy and permission form is distributed at the beginning of the school year. Failure to abide by the computer use guidelines may result in loss of computer use privileges and/or disciplinary action. Policy IJNDB

## **Connect, Support, Intervene (CSI)-Intervention Block:**

### Purpose

To provide a proactive opportunity for students to access teachers during the school day. This will allow for a dedicated time to broaden learning and support increased student success. This intervention block will take place every Wednesday and Thursday for 35 minutes. Students from the same grade level will be matched with the same adult for their four years of high school as a home base for CSI.

### Activities

May include, but are not limited to:

- Making up missed work
- Remediation/Intervention
- Re-teaching opportunities
- Students requesting support from teachers
- Peer tutoring
- Collaboration between students and/or teachers
- Enrichment and acceleration activities

### Expectations for Students

- Tag teachers as necessary for support. Please do so by 8:00 AM the day prior to the CSI day.
- If possible, check tagging prior to the intervention block.
- Students are expected to participate in the support structure. Refusal to do so will be handled as it would in a class.
- Students are expected to attend all CSI blocks – skipping CSI will result in disciplinary action.

## **Cooperative Education--SCTC:**

### Minimum Course Enrollment Expectations and Work Release

Participation in Somerset Career & Technical Center's Cooperative Education program allows students who are employed to work during school hours. All Skowhegan Area High School students are expected to be scheduled in a minimum of five periods of classes; the Cooperative Education program represents one of those five periods and leaves up to three periods to be work release time. A student who believes that their employment, career goals and educational plan warrant more than three periods of work release may make a request to the SCTC Cooperative Education instructor and SAHS administration for consideration.

### **Course Selection:**

It is the student's responsibility to keep track of credits earned and to sign up for remaining graduation requirements.

- At a formal class meeting, each student will receive a description of course offerings.
- Teachers will make appropriate level recommendations for their students' required academic classes.
- The counselors will review the course selections. The appropriateness of each student's course selections will be determined based on graduation requirements, student ability and their educational /career plans.
- At the end of the school year, some changes may be necessary because of low or failing grades. It is the responsibility of the students to contact their counselor to make changes. Counselors are available a week after school ends and a week before a new year begins to address needed changes.

### **Course Withdrawal/Academic Level Change Form:**

Withdrawing from a course after the add/drop period is permitted only after a discussion that includes the student, a parent, the teacher and the guidance counselor. If a determination to drop the class is made, the teacher and a parent must sign the Course Withdrawal/Academic Level Change form. A class dropped after the add/drop period will be reflected as a W on the official transcript. Withdrawing from a class is not permitted if the withdrawal will result in a violation of the school board's minimum enrollment policy.

Level Change in English, science, math and social studies is permitted after discussion with the student, a parent, teacher and guidance counselor when there is evidence the student is misplaced. The student, parent, or school personnel may initiate a level change. If a level change is determined necessary, a parent must sign the Course Withdrawal/Academic Level Change form before the level change is processed.

Students withdrawing or changing levels must remain in and attend their currently scheduled classes until the form has been completed and the related schedule changes have been officially made in Power School. Once signed by the teacher and a parent, this form must be returned to the student's guidance counselor. Form completion is the responsibility of the student.

### **Custody Issues:**

A custodial parent/guardian who wishes the school to comply with provisions of a court order to restrict access to a child is responsible for providing a certified copy of such order to the school.

### **Dance and Social Functions:**

Expectations for student conduct at school social functions are as follows:

1. All guests must currently be enrolled in high school and subject to administrative approval. **Exception: Prom**—Guests must be under the age of 21 and must receive administrative approval. Appropriate picture ID may be required at the door.



2. **Dance guest forms are available in the main office.** When a student brings a guest, the student is responsible for that guest. It is the intention of the dance/guest procedure that guests remain with their SAHS/MSLC host student for the entirety of the dance, including arrival and departure. Only one guest per host student.
3. **Guests will not be allowed into the dance without a completed guest form and administrative approval.** All school rules apply.
4. **SAHS and MSLC students must be in attendance the Friday before the dance – including Prom. Excused absences and absences due to school activities are permitted.**
  - Inappropriate dancing, grinding, sexually explicit moves, smoke machines, glow sticks, confetti, noise makers, latex balloons, outside beverages are not permitted.
  - Misbehaving students will be asked to leave, and parent notified.
  - Once admitted to the dance/social function, student will not be readmitted if s/he leaves.
  - Once a student leaves, student must immediately leave school grounds and the general school area.
  - SAHS dress code will be enforced. Students will be asked to leave if non-compliant.
  - Students in violation of the Substance Abuse Policy will be turned over to the officer on duty and face school consequences.
  - Students must make arrangements to be promptly picked by 10 PM (11 PM for Prom).
  - Students removed from a dance will be prohibited from attending any further dances and/or the Prom for one calendar year from the infraction date.
  - Unless by special administrative approval, dances will be from 7-10 PM.
  - No admittance after 8:00 PM without prior administrative approval (8:30 PM for Prom)
  - Students will be required to sign out when leaving the Prom

#### **Deliveries/Gifts to SAHS Students/Staff:**

Students and staff are only allowed to accept delivery of small gifts, small floral arrangements and Mylar balloons at school. Latex balloons are not allowed in the school, as latex is known to cause severe allergic reaction in some people. School deliveries should be made after 12:00 PM and on a very limited basis. Home deliveries are preferred as they may cause disruptions in both the school office and the classroom. In addition, they can pose health and safety issues within the school. Deliveries will be held in the school office until the end of the academic day.

**Detention:**

Skowhegan Area High School recognizes two types of detention:

- Teacher detention—assigned by classroom teachers
- Administrative detention—assigned by building administration

Teachers will issue their own classroom detentions for classroom related infractions, including, but not limited to, late to class, unacceptable homework/classroom effort and behavior issues, and they will follow up with a phone call home to the parent/guardian.

Teachers may consult with building administration to determine the level of detention assigned.

- Administrative detention is scheduled from 2:20 to 3:20 PM.
- Students and supervising teacher will meet in the Main Office. They will move to the cafeteria or classroom for this hour.
- **Administrative detentions** are held on Tuesdays, Wednesdays and Thursdays with a twenty-four (24) hour notice given.
- **Teacher detentions** may be assigned for any day if a twenty-four (24) hour notice is given.
- With twenty-four (24) hour notice, students are expected to stay for assigned detentions regardless of after school work, athletic events, practices, or other extracurricular activities.
- The only legitimate excuses for appeals to reschedule detentions are: severe illness (verification required), professional health appointments that cannot be made outside the regular school day, observance of recognized religious holidays when the observance is required during the school day, emergency family situations (verification required), and personal or educational leaves which the administrator has approved.
- If a student fails to remain for an administrative detention the student may be suspended.

**Disciplinary Action:**

Building administration may suspend and/or recommend expulsion of students who violate Board policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct, which violates Board policy is deliberately disobedient and deliberately disorderly and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of law that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs. Students who are found to have brought a firearm to school, as defined by federal law, shall be expelled for a period of not less than one year, unless the superintendent, on a case-by-case basis, modifies this requirement. All firearm violations shall be referred to law enforcement authorities as required by law. Other violations of Board policy shall be referred to law enforcement authorities at the discretion of the superintendent. Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations (Policy: JICH, JICIA, JKE).

## **Dismissal from School During the Academic Day:**

### Appointments

Students who need to be dismissed for an appointment should present a parent/guardian note to the office before school on the morning of the dismissal. Students must sign out of the school in the main office prior to leaving the building. Students returning to school from a doctor's appointment shall present the office with a note from the doctor's office verifying the appointment, date and time.

### Illnesses

Students who are ill and need to be dismissed should report to the nurse's office. The school cannot dismiss any student without permission of the parent/guardian or a parent-designated adult.

## **Displays of Affection:**

Passionate displays of affection are offensive to students and staff. Please show respect for yourself and others by refraining from hugging, kissing or petting. Continued violations will result in disciplinary actions.

## **Dress and Personal Grooming:**

We encourage students to use sound judgment and respect in their dress and personal grooming. Students must dress within reasonable guidelines related to health, safety, and potential disruption of the school mission. The school will not interfere unless the personal choices of students create a disruptive influence on the school program or affect the health and safety of others.

- Articles of clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- Articles of clothing that are dangerous or destructive to school property, e.g. spiked collars, chains and wristbands, or cleats, are not permitted.
- Articles of clothing that are too distracting specifically showing any part of the breasts, belly, back, buttocks, or undergarments are not permitted.
- Students with skirts, shorts, or pants with holes/slits through them may be asked to change if holes/slits are located above the finger tip rule.
- Articles of clothing that contain sexual messages or displays that are vulgar, lewd, or indecent, or include insulting words, racial/ethnic slurs, are not permitted.
- Articles of clothing that promote the use of tobacco, alcohol, or other drugs may not be worn on school grounds when school is in session or at school functions.
- Hats, hoods and articles of clothing that are worn as headgear are not permitted in the building and must be taken off when entering the building and placed out of sight. Exceptions are headgear worn for religious reasons and other circumstances approved by administration.
- Other prohibited items include, but are not limited to, inappropriate tattoos, fishhooks on hats and clothing, bullet-like cylinders.
- Perfumes/colognes/sprays/fragrant items should not be worn, used, sprayed as they may compromise the respiratory issues of others--may lead to suspension.
- Shoes must be worn at all times.

Offenders will be given the opportunity to rectify the situation by changing into appropriate clothing, wearing a t-shirt provided by the office or will be sent home to change. Affected students may return to school when appropriate clothing is worn. In the case of hats and other headgear, the hat and/or headgear will be confiscated, an administrative detention will be issued, and the hat returned at the end of the student day. Repeat offenders may be deemed non-compliant and be suspended.

Additionally, students are expected to maintain appropriate personal cleanliness and hygiene for the school's social setting. **Body piercing on school grounds with safety pins, needles, knives, blades, etc., is not permitted.** Students with offensive body/clothing odor will be provided access to school showers and laundered clothing. Under such circumstances, if a student chooses not to avail him or herself of such services, the student will be sent home until the offensive odor can be remedied.

### **Early Graduation:**

A student who has completed their second year of high school may decide to complete their diploma requirements in three years. Skowhegan Area High School's philosophy is that a four-year high school experience, and the maturity gained in that time, best prepares a student for post-secondary success. Skowhegan Area High School also recognizes that for varying reasons, a student may choose to graduate in three years. An Early Graduation Application must be completed before classes begin junior year. See your guidance counselor if interested.

### **Educational Research: Student Submission to Surveys, Analyses, Evaluations:**

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.

No student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or the student's parent;
- B. Mental or psychological problems of the student or the student's family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of the other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices affiliations, or beliefs of the student or student's parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program without the prior written consent of the student's parent/guardian, or of the student, if he/she is 18 years of age or older.)

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey,

analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

**Emergency Cards/Forms:**

The information requested on the Skowhegan Area High School emergency card is **critically important**. Sudden illness or injury requires immediate attention. Every student must have a current emergency card on file in the office. These are distributed the first day of school in the fall or, in the case of transfer students, upon registration. Administrative detentions may be assigned for non-returned emergency cards.

**Emergency Procedures/Evacuations:**

MSAD #54 has established procedures in response to a variety of emergencies or circumstances requiring evacuation.

**Evacuation/Fire Drills:**

Two drills occur the few weeks of school to familiarize students with an orderly, quick building evacuation and to assure the alarm system is operating properly. Students and teachers exit through the closest doors to designated sites. Students must regroup with their classroom teacher at a designated site at the time of the evacuation once outside the building. Plans for assisting the disabled are in place.

**Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The address of the Office that administers FERPA is:

- 2.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202-4605

3. Parents of students or eligible students have the right to refuse to let the school department designate any or all of the types of information about the student as directory information by notifying the school department in writing by October 1st for the current school year or within 30 days after enrollment, whichever is later, with respect to information about the student for that and subsequent school years. Any such notice should be sent to:

Superintendent of Schools, MSAD #54  
196 West Front Street  
Skowhegan, ME 04976

Absent such notice, the school department may disclose directory information about students.

**Field Trip Behavior and Protocol:**

Field trips outside of the district are discouraged. All field trips must be cleared with the building administrator before any plans are made with the students. A list of field trip students should be run by the school nurse PRIOR to the event taking place. It is the responsibility of the teacher in charge to work with the building administration and the school nurse in making plans. Inform the building administration of the intended trip at least 2 weeks in advance. Check the Board Policy for Field Trips (IJOA). Field trips are an extension of the classroom. Students are expected to act accordingly.

**Floats/Trailers:**

To address liability, trucking and legal concerns, each class may create a float, but students are **not permitted to ride on the floats**. The floats must be **snowmobile trailer size**, decorated for school spirit, with the respective class walking in front of the pulled trailer, carrying a banner identifying themselves. No advertisements or political views are permitted anywhere on the floats.

**Fundraising:**

Fundraising activities by any group or organization at SAHS must adhere to district policy guidelines (JJE). Employees or students may not conduct fundraising without prior approval being granted by the building administration and the superintendent. Traditional fundraisers that have previously been approved by the superintendent must be approved at the building level.

The sponsor of a student club or organization must submit a written fundraising request to the building administration at least two weeks before the activity is scheduled to begin. Any fundraising for school trips that include an overnight stay or leave the state must obtain approval from the School Board.

The building administrator and athletic director will maintain and coordinate calendars to avoid excessive overlapping of campaigns that could prove burdensome to students and the community. The collection and distribution of all funds raised must be carried out in accordance with the procedures for high school student activity funds.

**Grade Closing Dates:** There are four reporting periods plus progress reports which are issued mid-quarter. The reporting periods for the 2018– 2019 school years are as follows:

- First Quarter Grades close November 1, 2019
- Second Quarter Grades close January 24, 2020
- Third Quarter Grades close April 3, 2020
- Fourth Quarter Grades close last day of school

### **Grading During Absences and Suspensions:**

When a student returns to school following an absence or suspension, the student must first report to the main office prior to 8:15 AM. At that time the student must present a note from a parent/guardian documenting the absence.

### **Grading Scale:**

The basis for the academic achievement mark is the teacher's evaluation of the quality of a student's performance in a subject. A student must achieve a rank of at least 70 (D-) in order to receive credit for that subject.

A+	99, 100	C+	84, 83
A	95-98	C	78-82,
A-	93, 94	C-	76, 77
B+	91, 92	D+	74, 75
B	87-90	D	71-73,
B-	85, 86	D-	70

### **Graduation Requirement: (IKF – February 2019)**

SAHS awards credits for students who complete an approved learning experience. Learning experiences are built on curriculum standards and include Skowhegan Area High School courses, SCTC courses, independent studies, or other approved alternative pathways. A credit is not based solely upon the notion of seat time; rather, it is based on the demonstration of effective progress toward mastery of curriculum standards in a predetermined learning experience. Incorporated within each learning experience are the Guiding Principles.

- Clear and effective communicator
- Self-directed and lifelong learner
- Creative and practical problem solver
- Responsible and involved citizen
- Integrative and informed thinker

Students at Skowhegan Area High School must earn a minimum number of 22 credits toward graduation. The following specific credit requirements are in effect:

English - 4 credits

Math - 3 credits

Science - 3 credits

Social Studies - 4 credits

Fine Arts -1 credit

PE - 1 credit and Health - .5 credit

Financial Literacy - .5 and Career and College Prep - .5 credit

Additional Credits - 4.5 credit

### **Special Education Students:**

A student with an identified disability, who achieves effective progress toward mastery of curriculum standards for graduation, as specified by the goals and

objectives of the child's individualized education plan, is eligible for a high school diploma.

**College Completion:**

A SAHS student who satisfactorily completes the freshman year in an accredited degree-granting institution of higher education may be eligible to receive a diploma from Skowhegan Area High School.

**Alternative Pathways:**

Students have the opportunity of meeting requirements through multiple pathways. These experiences can happen both within and outside of school.

Options may include, but not limited to, the following:

- Academic courses offered by the school.
- Dual enrollment or early college courses.
- Career and Technical Education Programming
- Online or blended learning options
- Alternative programming
- Apprenticeships, internships, field work, or exchange experiences.
- Independent studies or long-term projects.
- Adult Education

**Graduation**

A student must complete all Board requirements for a high school diploma to participate in graduation exercises.

**Guidance Department:**

The Skowhegan Area High School guidance department has four guidance counselors, an on-site part time Youth and Family Services counselor, and a guidance secretary. Each guidance counselor is responsible for a class and each counselor works with that class from freshman year through graduation.

Counselors perform a variety of roles for their students. Each counselor assists students with their program of study development, career awareness education, college exploration, scholarship and financial aid awareness education, emotional and /or crisis situations, and the research of military options. Guidance counselors also run the 504 meetings attend student IEP meetings. The guidance office offers services to students seeking assistance with problems or concerns of a personal nature. Students should meet with the counselor whenever the need arises.

Parents are encouraged to contact their child's guidance counselor when academic, social, physical or emotional health or other concerns arise.



### **Habits of Work (HOW):**

Every teacher will be recording Habits of Work on each of their students using the school-wide rubric. Teachers will be reflecting on the following statements:

- I can be responsible.
- I can cooperate and be a positive presence.
- I can use every opportunity to reach my personal best.

These will be assessed regularly and reported with Report Cards. Honor Roll status will be assigned as listed on page 27.

### **Harassment and Sexual Harassment:**

Harassment of anyone because of race, color, gender, sexuality, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

- **Harassment:** includes but is not limited to verbal abuse based on race, color, gender, sexuality, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety.
- **Sexual Harassment:** includes, but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct (Policy ACAA).

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion.

The Superintendent or the employee designated as the Affirmative Action Officer will investigate complaints of harassment in accordance with Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

### **Harassment Response/Procedures:**

Students should be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to seek assistance from a counselor, teacher, school administrator, or civil rights team member at the earliest opportunity.

Students who have been harassed will be informed of their legal options. Students alleged to have been harassing students will be informed of the allegations. They could be subject to legal action and court orders.

The primary goals of the school's administrative response to student harassment incidents are to maintain an appropriate school climate and to restore acceptable social interaction between the involved students.

Substantiated harassment is a serious matter that warrants disciplinary response. The severity of the disciplinary response will be based on the nature and extent of the substantiated harassment and the willingness of the involved students to cooperate in restoring appropriate social interaction. Responses will vary from assigned detentions and required counseling to suspension or expulsion. Students must realize that harassment is *AGAINST THE LAW*.

### **Hazing:**

Maine statute defines injurious hazing as "any action or situation that recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school". It is the policy of the MSAD #54 Board of Directors that injurious hazing activities of any type, either on or off school property, by any student, staff member, group, or organization affiliated with the schools, are inconsistent with the educational process and shall be prohibited at all times (Policy ACAD).

No administrator, faculty member, or other employee of the school department shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities. Persons not associated with the MSAD #54 school district who fail to abide by this policy may be subject to ejection from school property. Students, administrators, or staff violators of this policy may be subject to disciplinary action that may include suspension, expulsion, or other appropriate measures.

In the case of an organization affiliated with the MSAD #54 school district, which authorizes hazing, penalties may include revocation of permission for that organization to operate on school property or receive any other benefit of affiliation with the schools. These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action, or lack of action, on the part of the Superintendent as s/he carries out the provisions of this policy, that individual or organization may appeal to the school board. The ruling of the school board, with respect to the provisions of this policy, shall be final.

### **Homebound Instruction:**

Provision may be made for homebound or hospitalized instruction of a student for reason of illness, accident, or other circumstances. If such instruction is sought, the school administration or guidance counselor should be contacted. Parents or guardians may be required to present a statement from their doctor stating that such instruction is recommended.

**Home School:**

Please consult the MSAD 54 home page and click the policy link under administration for information related to home school students. Detailed information about the Maine Department of Education steps to establish a home school program and home school student participation in MSAD 54 programming is listed (Policy IHBG and IHBGA).

**Honor Rolls:**

Honor roll is calculated after each ranking period. To be eligible, a student must be enrolled in a minimum of 5 courses or its equivalent. Pass/Fail courses do not contribute to honor status. Any student receiving all A's is placed on the **All A's** honor roll. Any student receiving A's and B's, or all B's with an average of 90 is placed on **High Honors**. Any student receiving all A's, B's or one C, with no grade lower than 80 is placed on **Honors**.

**Habits of Work Honor Roll:** HOW Honor roll is calculated after each ranking period. To be eligible, a student must earn 3's or 4's in all courses and must not have a HOW score lower than a 2.7 in any one course.

**Hours of the School Day:**

Skowhegan Area High School doors open each day at 7:40 AM. Students should not arrive at school before 7:40 AM. Students needing to enter the building prior to that for a pre-arranged teacher meeting may do so under direct teacher supervision. MSAD #54 buses will unload students at the back doors of the high school each morning.

Once on school grounds, students are considered to be "at school" and all school related expectations apply. Students arriving between 7:30-7:40 AM must proceed to the cafeteria. Students arriving between 7:40-8:00 must remain in the lobby or go to the cafeteria. Students may enter the academic wings at 8:00 AM.

Following dismissal at the end of the academic day, students without a school related after school activity should plan to leave the school grounds by 2:40 PM. At 2:40, students must exit the building or go to their athletic or extra-curricular activity. The academic wings are off limits after 2:40 PM without staff supervision.

**Illness/Injury at School:**

Should a student become ill or injured at school, the student emergency card will be referenced. Our nurse and office staff will make every attempt to contact parents or the designated contact person. In addition, several staff members are trained in first aid procedures.

If school personnel are unable to contact parents or designated relatives or neighbors and the illness or injury appears serious, the local ambulance service will be contacted.

**Independent Study:**

On occasion, independent study courses may be arranged for in-depth study not offered in the curriculum or other isolated circumstances. The student and supervising teacher must submit an independent study proposal (available in Guidance).

**Laptops Owned by Students:**

In response to a growing demand for students to connect their own personal computing devices to the MSAD #54 networks, procedures have been developed to protect all parties' interests.

Students and their parents or guardians must sign an agreement that outlines the conditions for using a personal laptop or wireless PDA on the MSAD 54 network. Personal computing devices are defined, but not limited to, Laptop Computers, Wireless PDA's and Smartphones. These agreement forms are available from the high school technology integrationist or the main office. **Of utmost concern:** students must register their personal laptops with the technology department and have the appropriate virus protection software or operating system updates **before** connecting to the district network. In an effort to protect SAHS students who access the Internet through the school computers, SAHS uses an internet filtering system.

**Leaving the Building:**

Any student leaving the school building during the school day **for any reason** must first report to the main office. Only parents or legal guardians may dismiss students from school. The emergency form completed each fall should designate several people who can release or transport the student after obtaining parent permission. If the building administrator has reason to question the authenticity of any written or verbal communication regarding the release of a student, the parents/guardians shall be contacted for confirmation.

The building administrator has the authority to deny the release of students to unauthorized or unknown persons.

**Lobby Doors:**

Doors unlock at 7:40 AM. Students may not enter the building prior to 7:40 without being under the direct supervision of a coach or teacher. Students must report to the cafeteria.

**Lockdown:**

Skowhegan Area High School has developed specific procedures in the event of any unauthorized person in the building and the suspected presence of a weapon in the building. All procedures have been developed, addressed and reviewed with the staff. We will practice "Lockdown" drills throughout the school year.

**Lockers:**

At the beginning of the year, students may request a locker assignment through the guidance department. Students are urged to keep their lockers locked to avoid theft. Only school issued locks may be used. Outside decorations on lockers are not encouraged but are allowed for the temporary promotion of school spirit or celebrations. These temporary displays must be taken down promptly at the conclusion of school-sponsored activities/competitions and after each individual sports season. These temporary displays must be in good taste and must not damage or deface the lockers.

***Lockers are school property and are subject to search at any time.*** Random searches, including canine searches, may be conducted as a result of “reasonable suspicion” at any time. Any illegal item discovered will be turned over to law enforcement authorities. Students are responsible for their locker contents and condition. Students must keep the locker assigned to them at the beginning of the school year. Any repairs or vandalism will be billed to the student and parents. Students will be subject to school discipline if illegal items are found or vandalism occurs.

### **Lunch Room Expectations and Procedures:**

- Once in the lunch area, students are expected to remain there, except by permission of lunch duty teachers.
- Seniors may eat their lunch in the school lobby—please use cardboard trays.
- Students may listen to music using one earbud and use their cell phones while in the cafeteria during lunches.
- Students may only sit 8 to a table with NO students sitting on the ends.
- Students must keep the tables and floors clean for the next lunch.
- Students should go directly to the lunch area after being dismissed by the teacher.
- Students should properly discard dirty trays and sort the refuse correctly.

### **Make-Up Procedure and Guidelines:**

It is the responsibility of the student upon entering school after an absence to get his/her assignments and any other make-up work from each teacher. The Course Expectation guide distributed by each teacher at the beginning of the course will inform students how long they have to submit missed work. When absent for more than a day, students should make arrangements to gather assignments in order to return to school prepared. If necessary, the student should also arrange special help sessions with his/her teachers. This is the responsibility of the student. Negligence in this area will adversely affect both learning and course grade.

### **McKinney-Vento Homeless Educational Rights:**

If you and/or your family live in any of the following situations: in a shelter, in a motel or campground due to the lack of an alternative adequate accommodation, in a car, park, abandoned building, or bus or train station or doubled up with other people due to loss of housing or economic hardship, you and/or your school age children may qualify for certain rights and protection under the federal McKinney-Vento Act.

If you believe you may be eligible, contact the local liaison to find out what services and supports may be available.

<u>Local Liaison(s)</u>	Dan Hylan	Skowhegan Area High School	474-5511
	Renee Hovey	Special Services Dept.	474-7424
	Erica Thompson	Special Services Dept.	474-7424

State Coordinator: Gayle Erdheim  
Truancy, Dropout, Alternative Education and  
McKinney-Vento State Coordinator  
Maine Department of Education 207-624-6637  
Gayle.Erdheim@maine.gov  
The National Center for Homeless Education 1-800-308-2145  
homeless@serve.org www.serve.org/nche

### **Media Center:**

The Media Center is the research and resource hub of the high school containing volumes of printed material, audio and video curriculum supplements, and many current and past periodicals in both print and digital formats. Twenty-two MAC computers are available for student use. The Media Center has an on-line catalog.

During regular school hours, research or reading for enjoyment may be done in the Media Center provided that the student is coming from a study hall, and/or with permission of the student's teacher.

Books, videos, laptops, and other materials may be checked out and returned at any time during the Media Center's open hours. Specific rules and expectations will be provided to you when visiting the Media Center.

### **Medication at School:**

Medications will be given at school only when it is absolutely necessary. We encourage medications to be given at home. For example, if a medication is to be given three times per day, please give before school, directly after school, and at bedtime. When it becomes necessary to take medication during the school hours, the following routine shall be followed:

- There shall be written orders from the physician naming the drug, dosage, time to be given.
- The parents/guardians shall sign a permission form requesting that the school comply with the physician's orders.
- Medication shall be in a proper container and labeled by the pharmacy.
- The school nurse shall inform appropriate school personnel of the potential side effects of the medication.
- At no time should a student have medication in his/her possession in school.
- All medication needs to be delivered to the nurse's office or to the main office.
- A recent law now allows students in public schools to carry and self-administer the specific emergency medications of asthma inhalers and epinephrine auto-injector. Epinephrine auto-injectors are used as an immediate emergency response to a potentially severe allergic reaction like allergies to insect bites or to peanuts.

Students will be allowed to carry and self-administer asthma inhalers and epinephrine auto injectors under the following conditions:

- There is prior written approval from the student’s health care provider indicating that the student has the knowledge and the skills to safely possess and use an asthma inhaler or an epinephrine auto-injector
- There is prior written approval (for minor students) from the student’s parent or guardian
- The student demonstrates to the school nurse, the appropriate technique to ensure proper and effective use of an asthma inhaler or an epinephrine auto-injector

### **Military Recruiter/College Representative Student Access:**

Skowhegan Area High School and Somerset Career & Technical Center seek to support students in post-secondary planning and recognize the importance of a collaborative relationship between the school and college admissions representatives & military recruiters. SAHS and SCTC will support opportunities for students to directly explore post-secondary options in person with college admissions representatives & military recruiters within the following guidelines:

1. Access to students at SAHS/SCTC during school hours:
  - Two informational sessions per year may be scheduled through the guidance office and will take place in the guidance office or other designated area. Group sessions will be limited to no more than one hour. Interested students will be released from study hall or from class with teacher permission.
  - Meetings with individual student must be scheduled at the request of students, take place in the guidance office and occur during study hall.
  - Requests for any other activity or student contact must be approved by SAHS/SCTC administration.
2. Access to student names and contact information:
  - In accordance with federal requirements, SAHS will provide directory information of students to military recruiters and institutions of higher education upon request. Parents and students may opt out of providing this information by completing the “Notice to Parents of Skowhegan Area High School Students on Release of Information to Military Recruiters and Colleges” form.
  - Directory information for SCTC students should be requested from their home schools: Carrabec High School, Madison Area Memorial High School, Maine Central Institute, Skowhegan Area High School, Upper Valley Kennebec Valley Senior High School.
3. Access to Student Records:
  - Transcripts will be released by the guidance office to college admissions representatives and military recruiters only with a signed, written release.

### **National Honor Society (NHS):**

Membership in the SAHS chapter is an honor bestowed upon a student. Selection for membership is by a faculty council during the fall semester and is based on outstanding

scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

### Membership

Once selected by the faculty council, a student is awarded membership in the local chapter at a special induction ceremony. Following the official induction ceremony, selected students become members of the NHS and assume certain obligations. The chapter conducts service projects for the school or community, and promotes the development of individual service projects for members. Selection procedure used is covered under Article IX in the National Honor Society Constitution and the section on selection in the National Honor Society Handbook.

### Selection Criteria

The NHS National Council establishes the national standards for all NHS chapters. Local chapters create their own by-laws, which are to be consistent with and comply with the NHS national Constitution. Skowhegan Area High School students in grades 11 and 12 are eligible for considerations for membership in the NHS. NHS is more than just honor roll. The NHS chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These four criteria for selection form the foundation upon which the organization and its activities are built.

- **Scholarship:** Students who have a cumulative grade point average of 88, as presently set by faculty council, meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership and character.
- **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others.
- **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honest and reliability, shows courtesy, concern and respect for others and generally maintains a good and clean lifestyle.

### Selection Procedures

A list of eligible students is posted, and those students are invited to submit a profile to the chapter advisor(s) outlining their activities related to service, leadership, and character. A five-member faculty council appointed by the principal considers each student on an individual basis in accordance with the NHS criteria of scholarship, service, leadership and character. Additional supporting information from teachers who work with the candidates is also solicited and considered. After deliberation, the faculty council votes on each individual student candidate. Students are selected when, in the opinion of a majority (3-2) of the faculty council, their level of performance and accomplishment in the criteria areas is outstanding. The faculty



council meets only for the purpose of selection, disciplinary action or dismissal of NHS members.

**Nondiscrimination Policy:**

The Board of Directors of MSAD #54 is committed to pursuing a policy of nondiscrimination in the educational and employment programs which it operates and will honor all appropriate laws relating to discrimination. There shall be no discriminating in either educational programs/activities or employment practices such as recruitment, hiring, promotion, transfer, composition and other terms, conditions or privileges on the basis of race, color, national origin, religion, gender, sexuality, age, marital status, or disability under the provisions of the Maine Human Rights Act, Titles VI and IX of the 1972 Educational Amendment, Section 504.

**Parent/Teacher Conferences:**

Parent conferences will be held in fall. If parents cannot attend conferences, they should feel free to contact teachers or their child's guidance counselor to make conference arrangements.

**Passes:**

In order to promote an orderly and a safe school climate, students who leave a class or any assigned area are required to use their passbook/handbook authorizing their activity. Students without passbooks/handbooks or who are in unauthorized areas of the school are subject to discipline up to and including suspension. Students should return to their original class/study hall by the end of the period.

Students wishing to visit the Guidance Office must obtain a pass from the Guidance Secretary. Unless it is an emergency, students should not be in the Guidance Office from a class. Students should be dismissed from study hall only if they have a pass from Guidance or experiencing an emergency and with teacher approval.

**Physical Education Expectations:**

- Freshmen and sophomores are scheduled for physical education classes during Semester 1 and/or Semester 2.
- All students are required to change into standard gym clothes. Generally, this consists of shorts, a T-shirt, sneakers and socks. Clothing that is worn to other classes is not acceptable.
- Gym passes will not be issued to excuse students from classes.

**Physical Restraint and Seclusion:**

The MSAD #54 School Board has adopted this policy and the accompanying procedures to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents a risk of injury or harm to the student or others. For more information please reference the full policy (JKAA and JKAA-R) at <http://www.msad54.org>.

### **Post-Secondary Enrollment Options:**

Secondary students from RSU 54/MSAD 54 may earn credits toward graduation by taking courses from 2-year and 4-year post-secondary institutions during the regular school year. Students may take up to one course per semester. A request for an exception to this requirement will be considered on a case by case basis and evaluated by a committee comprised of the high school principal, high school guidance director, superintendent of schools or his designee and other appropriate staff. The committee's decision cannot be appealed.

### Eligibility

Students must meet the following criteria:

- Meet the admissions standards for the post-secondary school
- Meet course pre-requisites
- Maintain at least a B average in his/her courses overall prior to applying
- For courses that will be used to complete graduation requirements, meet with guidance counselor and appropriate curriculum leader to draw up a plan that demonstrates the appropriateness of the course content and indicates how the course will meet graduation requirements
- Provide evidence of parent or guardian approval
- 

### Credits

Will be determined as follows:

- The course must meet for one semester or its equivalent
- The student must earn a passing grade in that course and must submit transcript to the guidance department
- Credits awarded may not exceed one SAHS credit for each three-credit semester college course

### Attendance Policy

Attendance must satisfy the post-secondary instructor's requirements.

### Financial Assistance

- The Maine Department of Education shall pay 50% of the in-state tuition for the first 3 credit hours taken each semester at an eligible institution and up to 6 credit hours per academic year. The eligible institution may not make any additional tuition charges for the course but may impose fees and charges other than tuition that are ordinarily imposed on students.
- All additional costs, including fees and charges, transportation, etc., will be borne by the student.

### **PowerSchool—Parent/Guardian Access:**

Skowhegan Area High School uses a program called PowerSchool to give online access for grades, lunch information, attendance and school contacts. You can receive your username and password for PowerSchool through your Guidance Counselor.

### **Prohibited Conduct:**

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- Any other conduct that may be harmful to persons or property
- By-passing district filters to access unauthorized social media sites
- By-passing district filters to access inappropriate and/or offensive sites
- Cyberbullying of any kind through electronic communication/devices
- Lewd, indecent or obscene acts or expressions of any kind
- Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person--examples of such articles include, but are not limited to, mace/ pepper spray, firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, box cutters, brass knuckles, switchblades, knives, Leatherman, clubs, Kung-Fu stars and nun chucks
- School pranks that cause disruption, damage and/or injury
- Stealing or attempting to steal school or personal property
- Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person--examples of such articles include, but are not limited to, bats, picks, pencils, compasses, objects capable of ignition, matches, lighters, files, tools of any sort or replicas of weapons, including toys, laser pointers, spiked necklaces, or bands and heavy chains
- Verbal or written statements/threats, including those made on or through a computer and cellphones, which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program
- Violations of the school's drug/alcohol and tobacco policies to include possession, use and/or sale of drugs/alcohol and/or tobacco related paraphernalia, e-cigarettes, hookahs, vaporizers, medical marijuana, look-a-like drugs or devices and prescription drugs
- Violations of state or federal law
- Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against property or any students, and/or staff, verbal or written threats, threats of bodily harm
- Willful and malicious damage to school or personal property

### **Prohibited Conduct Disrupting Education Process or Endangering Safety:**

The MSAD #54 School Board believes that students and staff are entitled to learn and work in a school environment free of violence threats and disruptive behavior. These prohibitions apply to any student who is on school property, who attends any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school. Students may be suspended for actions away from school if in the determination of the administrator, that misconduct would adversely impact the discipline and welfare of the school community. The school staff is required to immediately report incidents of prohibited conduct by students to the building administrator for investigation and appropriate action.

**Promotion:**

In order to make satisfactory progress toward a diploma, it is essential that a student earn the following:

- 5 credits by the end of the freshman year
- 10 credits by the end of the sophomore year
- 15 credits by the end of the junior year

**Publications by Students:**

Because the Board recognizes creative student expression as an educational benefit of the school experience, it encourages freedom of comment, both oral and written, in a school setting with a degree of order in which proper learning can take place.

Some student publications, such as annual yearbooks and school newspapers, may be developed as part of the curriculum to benefit primarily those who compile, edit, and publish them. Faculty advisors will be assigned to guide students engaged in these activities. Student editors have initial responsibility in determining content. However, the faculty advisor may override the student editor's decision, but shall give substantial and due regard for the judgment of the student editors and for the educational value of the exercise of that judgment. Censorship shall be limited to those aspects of publications that conflict with the basic educational mission of the school that may be inappropriate for young audiences or that may be reasonably judged by the public to bear the approval of the school.

Students may be required to submit publications for approval prior to distribution. When approval is required, school administrators must make available to students the standards, which will be used in determining the grant or denial of permission. The Superintendent is authorized to develop, review, and appeal procedures for students who feel that their material was improperly or unfairly censored and to make those procedures known to students, parents, and faculty.

Distribution of any non-school-sponsored materials or literature on school property shall receive prior approval of the building administrator, who shall review and judge the material using the same standards that pertain to other student publications (Policy JICE).

**Rally Expectations:**

For the health and safety of our students and faculty members, the following rules including, but not limited to, will be enforced at the rallies:

- Air horns and other noise makers, confetti, water pistols, silly string and latex balloons, will not be permitted in the gymnasium during our rallies as there are many who have sensitivities to decibel and noise intensity and are at risk for anaphylactic shock due to latex allergies.
- Students may not use offensive chants or language.
- Students must remain on the bleachers and in their assigned areas.
- No food or drink in the gym during these activities.

## Relocation/Evacuation Procedures:

Orderly evacuation of the building by everyone. Students may be allowed to get take their backpacks. All students and school personnel will be directed to the three pre-assigned Relocation Sites. Transportation will be available for physically disabled students or staff. For the remainder of the academic day, students are to remain with their designated teacher at the time of the evacuation. Lunches will be provided at the new location. **Students may not order out for food. Any food deliveries will be sent back. Students may not use cell phones without administrative permission.** In the afternoon, students will return home on their regularly assigned buses at 2:15 PM. **Parents should not pick up their student(s) until 2:15 PM.** Student and staff evacuation and safety are priorities.

- Every attempt will be made to complete the school day at alternate sites.
- Except for a previously arranged or emergency student dismissal, parents/guardians should not try to dismiss children during evacuation and relocation procedures.
- Re-entry to Skowhegan Area High School for students and staff will not be allowed until the following day and only after a search and clearance of the building by authorized police and school personnel has been completed.
- Vehicles may not be accessed until authorized by the police or administration.

## Remediation options:

All courses at SAHS will follow one of the three remediation options (below) as a guideline for students retaking **summative assessments**. All sections of the same course and level will follow the same option regardless of instructor. Students will need to be aware of the option for each class, as the remediation options may differ. Remediation options will be listed in class syllabi and reviewed at the start of the year or semester.

- Writing assignments in ELA class and other courses are works in progress; these pieces involve editing and revision as part of the writing process and are not considered remediation. Once the final draft is completed by the student and graded by the teacher, the remediation process can begin.
- Students taking dual enrollment courses will follow the syllabus governing the course offering.

	Remediation Grading	Opportunities for retake	Timeline to initiate	Timeline to complete	Who initiates
Option 1	Averaging the two scores	1 attempt	Within 5 school days of grade being posted	10 school days after initiating remediation	Student
Option 2	New grade replaces the prior if better score is earned	2 attempts	Within 5 school days of grade being posted	15 school days after initiating remediation	Student or Teacher
Option 3	New grade replaces the prior if better score is earned	Unlimited	Within 5 school days of grade being posted	End of quarter *pushed back if test was last week of the quarter	Anyone

### **School Resource Officer (SRO):**

The Skowhegan Area High School Resource Officer is a representative of the Skowhegan Police Department who is assigned to serve as a liaison between the school and the police department. The school resource officer will perform a variety of functions at the school. Examples of these activities include, but are not limited nor restricted to:

- Assists school administrators with discipline within school policy guidelines
- Assists school administrators with Individual Evaluation Program (IEP) meetings, truancy, and home visits
- Attends and participates in high school and middle school functions as determined by the Chief of Police and building administration
- Completes all necessary paperwork as determined by the Chief of Police
- Conducts criminal investigations when necessary at school
- Develops and maintains student/officer relationships
- Directs traffic when necessary on school property
- Follows up on arrests and summonses with the Juvenile Intake Officer or the District Attorney's Office on school related cases
- Guest lectures in various classes on law enforcement or legal issues
- Makes arrests and apprehensions when necessary on school property
- Patrols school property on foot or with a police vehicle promoting traffic safety through compliance
- Performs security checks of school property
- Provides information to the general public when requested
- Responds to complaints and calls for service at school
- Visits classrooms and, in general, keeps a high visible presence

### **Search and Seizure and Interrogation of Students:**

The Board of Directors of MSAD #54 recognizes its responsibility to ensure that discipline is maintained and that a safe, orderly environment conducive to learning is preserved. Therefore, school officials may conduct reasonable searches of students when, in their judgment, there are reasonable grounds to believe the search will show that the student is violating the law, school regulations or school board policies.

Students are permitted to park on school property as a matter of privilege, not of right. The school retains the authority to make routine patrols of parking lots and inspections of the exteriors of automobiles on school property. The interior of a student's car may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.

When law enforcement officials find it necessary to question students during the school day or hours of extra-curricular activities, every effort will be made to notify parents and obtain their presence.

### **Section 504 of the Federal Rehabilitation Act:**

Although similar in ways to special education identification protocol, Section 504 guidelines are somewhat broader and do not have to focus closely on educational performance or the need for special education. A person is disabled under 504 if the

person has a physical or mental impairment that substantially limits one or more major life activities, including learning, walking, talking, working, and other such functions. Whether a student has a physical or mental impairment will usually be determined through an evaluation process.

Skowhegan Area High School has a referral process that includes team meetings, the availability of evaluations, programming determinations arising from those team meetings and notification of parents of their rights under the law. Parent or student concerns regarding Section 504 eligibility should be directed to the Skowhegan Area High School administration in the main office.

### **Senior Privileges:**

Senior privileges allow pre-approved seniors in good academic standing to leave the school premises after their last academic class and/or arrive late to school prior to their first academic class in lieu of being in a lobby study hall. **At no other time is a senior allowed to leave the building without administrative approval.** Privileges also extend to the use of electronic devices while in the lobby during study hall. Seniors with senior privileges are allowed to go to the Media Center, computer lab, guidance office, and lobby, but all academic areas require a pass.

### Eligibility

1. Earn a 76 or greater in every scheduled class in the preceding quarter
2. Be in good standing regarding attendance, behavior and discipline
3. Eligibility will be checked for all seniors each quarter; students may earn or lose privileges each quarter.
4. Habits of Work criteria are under development and may be added to these requirements at any time.

### **Skipping/Unexcused Absences from Class:**

During the school day, if a student does not report to any assigned class or study hall as scheduled without prior authorization or extenuating circumstance, the absence will be designated unexcused, and an administrative detention will be assigned for each missed class.

### **Smoking/Tobacco Use:**

In accordance with state law, smoking is prohibited on school grounds. For school purposes, tobacco chewing falls into the same category. Students possessing/using tobacco products, medical marijuana, or smoking paraphernalia, lighters, matches, rolling papers, pocket hookahs, e-cigarettes, vaporizers, etc., will be suspended from school.

### **Special Education:**

Federal law requires that all students have a right to a “free and appropriate public education” regardless of handicapping conditions. Toward this, Skowhegan Area High School has specific procedures for children who may have special needs that require modifications of special instruction in order to benefit from the school’s curriculum.

## Referral Process

Referrals for special education services can come from school staff, parents, other students, a screening process, or medical or other outside entities. All referrals must go through the school and the Individual Evaluation Plan (IEP). When a child is referred for special education services, the parents will be contacted about an IEP meeting scheduled at the parents' convenience. At that meeting, the reason for the referral will be discussed and the evaluation process reviewed.

Students who have one or more of the following permanent needs qualify for special education when the needs adversely affect this student's educational performance: Learning disability, emotional disability, speech and language impairment, mental retardation, autism, hearing impairment, deafness, deafness-blindness, blindness or visual impairment, orthopedic impairment, traumatic brain injury, multiple disabilities and/or chronic or acute health problems that adversely impair classroom performance, and other health impaired.

Parents' or students' concerns or questions regarding special education may be directed to their guidance counselor, one of their teachers, a school administrator, high school special education department or the district special education director.

## **Speech and Drama Academic Eligibility:**

To be eligible for participation in an after-school production of a play, either as a performer or as a technician, a student must be passing four subjects. Eligibility will be determined at the time of auditions by a progress report signed by all of the student's teachers. If a student is determined eligible at the time of auditions, that student will remain eligible until the end of that particular production.

Eligibility for participation on the speech team will be decided before each individual meet. A student who has been identified as having academic problems, determined by the most recent report card or mid-quarter progress report, must have a progress report signed by all teachers before each meet that indicates that the student is passing all subjects. Therefore, a student might be ineligible for one meet, but with academic progress, be eligible for the next meet one or two weeks later.

## **Student Designated Areas and Times:**

- 7:30-7:40 Cafeteria only
- 7:40-8:00 Cafeteria or lobby - main hallway in front of office is to remain clear of students during this time.
- 8:00-8:10 Free to walk around academic areas
- 2:15-2:40 Lobby or bus loading area
- 2:40 Students must exit the building promptly
  - Must be under the direct supervision of a coach or teacher in identified area
  - Academic wings are off limits after 2:40 unless supervised by staff



### **Student Intervention and Reintegration Program (SIRP):**

The Student Intervention and Reintegration Program (SIRP) is designed to target at risk youth ages 13-18. Youth are considered at-risk if they are experimenting with or otherwise using alcohol or other drugs but are not assessed and deemed appropriate for treatment intervention. Young people are referred to SIRP by a parent, teacher, administrator, or probation officer. The aim of SIRP is to empower youth to make healthy decisions and reduce the risk for problems in the future. The program focuses on two measurable behavioral prevention goals: reduce risk of alcohol and drug problems throughout their lifetime and reduce high-risk choices. The intervention used by SIRP is the PRIME for Life under 21 program, provided by the Prevention Research Institute, Inc. (PRI), and is designed to influence behaviors using research-based persuasion protocol. The PRIME program is taught by trained and certified PRIME for Life instructors.

### **Student of the Month:**

At Skowhegan Area High School, the faculty and staff elect a student each month to receive the honor of Student of the Month. A Student of the Month demonstrates consistent high performance or significant improvement in the following areas:

1. **Academic performance:** These students value their education and demonstrate a willingness to be challenged academically. They give an earnest effort in all areas and perform at their personal best.
2. **Integrity:** These students have shown ethical behavior in all areas, not just in academics. They are respectful of both peers and adults, and they accept responsibility for their actions.
3. **Involvement:** These students are active members in the school community through various school activities. They are also involved in their community in positive ways.
4. **Positive attitude:** These students remain positive even in challenging situations and contribute positively to the classroom and school atmosphere.
5. **Resiliency:** These students are not defeated by mistakes or setbacks, but instead use them as an opportunity to learn and to grow.

This award will be given to students whose behavior and attendance are exemplary and who are in good academic standing.

### **Student Organizations:**

MSAD #54 board policy states that student organizations generally will be encouraged when they meet the simple criterion of contributing to learning rather than detracting from it. Such organizations will operate within the framework of the law, board policy, administrative rules, and the parameters of the learning program. When such organizations are truly contributive, their establishment and operation will be facilitated in reasonable ways by district staff and through use of district resources (JJA).

## Requirements

- To have the approval of the school board
- To have at least one faculty advisor
- To account for all financial activity through the school office accounting system
- To be consistent in the mission with all district policies, all state and federal laws and the Skowhegan Area High School Statement of Purpose

This policy applies to on-campus organizations only. It is not intended to restrict the organization of students into groups, which function apart from the school.

## **Student Records:**

Maine School Administrative District #54 adheres to all aspects of the Family Educational Rights and Privacy Act (FERPA). This Act affords parents and students over the age of 18 certain rights with respect to student educational records. To access the details of FERPA, go to:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Any general questions about records or about FERPA should be directed to the Superintendent's Office (JRA).

## **Student Rights and Responsibilities:**

Students have certain legal rights under federal/state constitutions and statutes as interpreted in pertinent court decisions. In connection with these rights are responsibilities that must be assumed by students.

## Rights (Policy JI)

- Civil rights, including the right to equal educational opportunity and freedom from discrimination
- The right to attend free public schools in accordance with provisions of Maine statutes and policies of the Board
- The right to due process with respect to suspension, expulsion, or administrative decisions that the student believes has injured his/her rights
- The right to free inquiry and expression and to voice grievances
- The right to privacy regarding the content of student records as defined by the Family Educational Rights and Privacy Act
- The right to dress as she/he pleases within reasonable guidelines related to health, safety, and potential disruption
- The right to be free from unreasonable searches and seizures

## Responsibilities

- Responsibility not to discriminate against others
- Responsibility to attend school as required by law
- Responsibility to observe school rules and regulations essential for permitting others to learn at school
- Responsibility to observe reasonable rules regarding these rights and to express themselves in a manner that does not materially or substantially

disrupt the operation of the school or conflict with the school's basic educational mission

- Responsibility to comply with school rules and policies
- It is the Board's belief that, as part of the educational process, all students should be made aware of their legal rights and also of the legal authority of the Board to make or delegate authority to its staff to make rules and regulations regarding the orderly operation of the schools. As such, this policy shall be included in school handbooks or otherwise communicated to students and parents at the beginning of each school year. The Board expects all staff to abide by this policy in order to most effectively achieve mutual respect of rights and acceptance of responsibilities. This policy is designed for educational and informational purposes and is not intended to create, expand, or restrict any student rights or responsibilities.

### **Student Violation of Chemical Abuse/Dependency Policy:**

The school procedures that follow are intended as guidelines. Administration reserves the discretion to impose consequences for any violation of this policy up to and including a recommendation for expulsion. The offenses and subsequent disciplinary procedures described in this policy shall be cumulative throughout the student's years in the RSU 54/MSAD 54 School District (Policy JICH).

#### **Possession, Use, Sharing:**

After receiving a written or oral report involving possible student possession, use or sharing of a prohibited substance, the administrator shall take the following steps:

#### **First Offense:**

- Verify and/or confiscate substance
- Notification of parents/guardians, police, and central office administration
- Meet with student to discuss participation in an approved diversion program
- Suspension of the student for up to 10 days--reduced if student agrees to complete an approved diversion program

#### **Any Subsequent Offenses:**

- Verify and/or confiscate substance
- Notification of parents/guardians, police, and central office administration
- Meet with student to discuss participation in an approved diversion program
- Suspension of the student for up to 10 days, with appearance before the Superintendent to discuss the student's educational future and possible expulsion

#### **Furnishing, Selling or Providing a Prohibited Substance:**

After receiving a written or oral report involving possible student furnishing, selling or providing of a prohibited substance, the administrator shall take the following steps:

#### **First Offense or Subsequent Offense:**

- Verify and/or confiscate substance
- Notification of parents/guardians, police, and central office administration
- Suspension of student from school pending administrative review--an expulsion hearing is possible if furnishing, selling, manufacturing, or transfer of the prohibited substance has occurred on school property, in school vehicles, under school supervision, or at any activity sponsored by the RSU 54/MSAD 54 School District

### **Student Withdrawal from SAHS:**

When a student is intending to withdraw or transfer from Skowhegan Area High School, the following procedures will be followed:

1. Student and/or parent will notify guidance and meet with the appropriate counselor to acquire the withdrawal/transfer form
2. Parent must sign a withdrawal/transfer form--if parent is not available for signature, the counselor will contact the parent for confirmation
3. Student will obtain a clearance signature from the Media Center
4. Student will see an administrator for a signature
5. Student will return one copy of the withdrawal/transfer form to the guidance office and keep one copy to take to the receiving school
6. If additional records are requested, the student may have copies of necessary information to take to the receiving school.
7. If health records are requested at the time of withdrawal, the student/parent will be referred to the school nurse.
8. Official school records will be sent to the receiving school when an official request is received from that school.

### **Study Hall Expectations:**

Students must attend their assigned study halls as they would any other course in their schedule. Students are expected to follow all school rules and expectations for student behavior during study halls. Students are randomly assigned to study hall sections and will not be reassigned based on student or teacher preference.

Specifically, students will:

- Arrive on time
- Follow sign-out / sign-in procedures
- Follow teacher expectations
- Passes to go to other academic locations are required and need to be issued by the teacher for the student.

### **Summer School / Winter School:**

SAHS provides additional instruction for students who have previously failed a course or who need remediation. Students needing additional instruction will be strongly urged to take these remedial opportunities because, except in extenuating circumstances as determined by the guidance department and the building administration, students who fail a required course will not be rescheduled back into that same course a second time at SAHS. Two remediation sessions are offered for students.

Summer School meets during the summer and offers students instruction and practice in what they need to satisfactorily meet course requirements. Students must have been

enrolled in all 4 quarters (year course) or 2 quarters (semester course).

Winter School provides the same opportunities but meets directly after school, usually beginning after February break. At the end of each semester, parents of students needing remediation will be notified and specific information about course offerings, times, location, cost and transportation will be provided.

Summer and Winter School grades for credit recovery will be either pass (P) or fail (F).

**Suspension Procedures / Offenses / Actions:**

School suspension is administered for serious school offenses. Students will be informed of the charges and given a chance to respond to the charges. Length of suspension will be determined by the build administration and will reflect the offense committed. Parents or guardians will be called and/or notified in writing of the action taken. Parents or administrators may request additional conferences. It is the student’s responsibility to make arrangements with individual teachers to make up work and tests missed during suspension. While suspended, students are ineligible to attend any MSAD #54 school functions or be on school grounds. With permission from the building administrator, students may be able to access district building for educational purposes. The administration reserves the right to determine that part or all of a suspension may be served in-house. Some examples of serious offenses include, but are not limited to:

**Offense**

Chronic behavior/repeat offenses

Detention violation

Exiting the building/leaving school grounds

Failure to follow staff directives

Fighting—includes pushing, shoving, punching, physical contact

Forgery of any kind

Knife or related – possession

Lying

Lighter/matches – possession

**Disciplinary Action**

May include suspension, support plan, and expulsion hearing

1-day suspension

1-day suspension

2 to 5-day suspension

2 to 10-day suspension

2-day suspension

2 to 5-day suspension

1 to 3-day suspension

2-day suspension

Participating or making threats	Suspension up to 10-days with possible expulsion / prosecution under federal law
Pranks—actions that cause disruption, damage and/or injury	2 to 10-day suspension, restitution, may include criminal charges
Theft—charges filed with local authorities	2 to 10-day suspension
Use of cameras or cell phone camera to take photos or video without teacher/administrator permission is prohibited. (JFCK)	2-day suspension
Use or possession of prohibited substances, paraphernalia, hookahs, e-cigarettes/vapes.	10-day suspension or (3 OSS +2 ISS + SIRP 1st offense only) or 10-day suspension with possible expulsion
Vandalism—charges filed with local authorities	2 to 10-day suspension
Vulgarity or verbal/physical abuse to staff member	5 to 10-day suspension

### **Tardy to School and Class:**

Students are expected to be on time for school and class. Failure to do so will be dealt with by the teacher with make-up time or detention(s). Unless approved for late arrival, students who arrive at school after 8:15 are tardy. Most reasons for tardiness (over sleeping, missing the bus, car problems, etc.) are considered unexcused absences or tardiness. If the reason for being late is one of the previously noted six (6) Maine School Law excusable reasons (page 5), a note from the parent will excuse the student.

- Every student who is tardy must report to the office
  - Office staff will enter TE or TU in Power School and issue a pass to class
  - Pink pass is unexcused, and a blue pass is excused
  - When tardy, the student will be marked as tardy, not as absent
  - Office staff will report frequent unexcused tardiness to an administrator
  - Administrative detentions may be assigned for 3 or more unexcused tardiness or for each tardy after follow-up with an administrator. Chronic tardiness may lead to further disciplinary action.
- 1<sup>st</sup> tardy--15-minute teacher detention
  - 2<sup>nd</sup> tardy--30-minute teacher detention
  - 3<sup>rd</sup> tardy--an administrative detention will be assigned each time a student is tardy after the second unexcused tardy

**Telephone Use:**

School phone lines are in short supply and are designated for official use only. Students needing to contact a parent during the day should report to the main office and ask to use the designated phone. We encourage parents not to call or text their child during the school day. If you need to get a hold of your child, please call the office.

Students contacting home related to unexpected dismissal, illness, or emergencies should come to the office and have the school secretary make the necessary nurse referral, contacts or notifications on the office phone. In an emergency, students will be contacted immediately. Otherwise, students will be called to the office at the end of their class period.

**Textbooks--Lost or Damaged:**

Textbooks should be covered throughout the school year. Students are responsible for the care of books loaned to them by the district. All assigned textbooks are to be returned in good condition at the end of the course.

Excessive damage done to textbooks and any lost books must be paid for in the office. Payment shall be established based on the age of the book, the original cost or replacement cost, and the difference in return condition compared to issue condition.

**Vehicles--Parking/Driving by Students on School Grounds:**

As part of the agreement to bring a car onto school grounds, students agree to display prudent driving practices at all times. Speeding, racing, squealing tires, skidding, excessive noise, parking in staff parking lot or non-parking area, failure to cooperate with parking lot duty teachers are all examples of imprudent driving practices.

The SAHS Student Parking lot opens at 7:40 AM. Students should arrive, park and proceed to the school building. No loitering is allowed in vehicles or in the parking lot. Violators of these expectations will lose their driving and parking privileges on school property for a period of time to be determined by the school administration.

Cars may not be left overnight unless the student is involved in an overnight school related activity. In this case, cars need to be parked in the student parking lot near the gym and **NOT** in the staff parking lot. **Students may NOT park in the staff parking lot during school hours. Parking on school grounds is a privilege not a right.**

**Visitors to the School:**

Visitors must report to the office, secure approval and name tag, and sign the visitor record upon arriving and departing from the school building. A visitor's pass may be issued and will need to be worn by all guests. Students are not to have visitors other than parents or guardians in school. Students planning to attend Skowhegan Area High School are allowed to attend classes only if their guidance counselor has made arrangements for such a visit. Former students may only visit staff **after** school hours or by appointment with a specific staff member. Everyone must wear a visitor's pass.

**Web Site/Electronic Mail System:**

Skowhegan Area High School maintains a very comprehensive web page. At our web address visitors can access information about schools' programs and curriculum, district policies, student activities, student recognition, and department activities. There are also links to many valuable educational sites. Additionally, teacher email are accessible through quick look up in Power School.

**Weighted Grading:**

Weighted grading will be applied to all SAHS Honors and Advanced Placement (AP) classes. The weighting factor is a 5% addition to the earned grade. Quarterly report card grades will indicate the actual grade earned. However, the GPA of each student involved in an honors and/or AP class will reflect the 5% weighted grades.

**Notice to Parents:**

Any parent may request teacher professional qualifications for any teacher in the school. Requests should be made in writing to the building administrator.



# **SKOWHEGAN AREA HIGH SCHOOL PHILOSOPHY ATHLETIC CODE AND CONTRACT**

## **Philosophy:**

The Athletic Department is dedicated to interscholastic athletics as a vital component of a Skowhegan Area High School Education. Athletics will be a positive learning experience for our student athletes if they can recognize that they may achieve their highest personal and athletic potential only by embracing a lifestyle dedicated to personal excellence, determination, integrity and self-discipline. In addition, selection to a team is both an honor and a privilege, and as such, carries responsibilities commensurate with leadership roles. As leaders, and as very visible representatives of Skowhegan Area High School and its teams, athletes have the obligation to represent themselves in an exemplary manner. We would have our athletes recognized for the good that they accomplish and made aware of the results of their actions that would be detrimental to themselves or those they represent. All athletes must realize that the decisions they make and the consequences, which result, are part of the learning of responsibility. Dishonesty, unsportsmanlike behavior, use of controlled substances, or conduct unbecoming a student athlete cannot and will not be tolerated in any Skowhegan Area High School athlete. This written policy will be administered fairly but strictly.

## **SECTION I**

### **SPECIAL GUIDELINES FOR STUDENT ATHLETES**

A. Members of a team recognize that they have the following responsibilities:

1. They are official representatives of Skowhegan Area High School.
2. They represent their families, their friends, and the district.
3. They are expected to be leaders in promoting good school citizenship.
4. Their actions in and out of school build student respect and contribute to school spirit. This responsibility expressly states that proper respect will be given to the administration, teachers, coaches, officials, all athletes and the student body. Evidence to the contrary will result in disciplinary action.

The following steps will be taken in disciplinary referrals:

1. Students and other parties involved will be interviewed by the Athletic Director.
2. AD will conference with the building administration.
3. Parents, athlete, and other involved parties who may be interviewed will be notified of suspected infractions of the athletic code.
4. After consulting with all necessary parties and gathering all relevant facts and information, the Athletic Director will notify the athlete of the final decision.
5. Parents will be notified of the final decision.
6. Decisions may be appealed to the building administration.

B. Attendance:

In order to participate in a contest or a practice, athletes must be in attendance at school for the **entire** day, or the last day preceding the contest or practice if it is scheduled on a non-school day. **Being in attendance is defined as being present and appropriately participating in all assigned classes and study halls.** A doctor's/dentist appointment, funeral, family emergency, or other emergency situations would be exempt from this provision **if approved by the Athletic Director.** Athletes who are habitually tardy during the season may be subject to further disciplinary action.

C. Practice Attendance:

Athletes must notify the coach prior to practice if lateness or absence is anticipated for a practice session. Academic assistance from a teacher is an acceptable reason for being late to practice. Athletes who miss practice the day before a contest shall not compete in the contest unless excused by the coach. Coaches may excuse athletes from practice with specific requests.

D. Equipment:

Athletes will be issued the best possible equipment. Each athlete will assume responsibility for this equipment and will be assessed for any lost, not returned or damaged items. Equipment issued shall be worn only when participating in any athletic contest, practice, or when authorized by a coach. No equipment shall be taken without the consent of the coach or Athletic Director. Athletes who owe money or equipment from a previous sport may not try out for a new sport until the equipment is paid for or returned.

E. Changing Sports:

An athlete may be allowed to change from one sport to another by mutual consent of the coaches involved. The Athletic Director will administer special cases.

## F. Transportation:

All athletes are required to travel to and from all away contests or practices with the team in the school provided transportation. The following is a list of exceptions to this provision:

- Permission to return home with parents after an away contest may be granted provided that the parents present a note to the coach after the contest.
- Permission to return home with adults other than the student's parents may be granted if a note from the student's parents is pre-approved by the athletic director and given to the coach, and provided that the adults responsible for taking the student home speaks to the coach after the contest.
- Further exceptions may be made in emergency cases with the approval of both the parents and school administration.

## G. Dress:

For all school sponsored trips, athletes should wear appropriate clothing as designated by the coach.

## H. Language:

Vulgar language used by student athletes, team personnel, or coaches will not be tolerated and is just cause for disciplinary action.

## I. School Suspension:

Athletes suspended from school will not be allowed to practice or participate in contests while on suspension and may be subject to further disciplinary action by the athletic department.

## J. Conduct:

Since we expect good role modeling of our athletes, any conduct unbecoming a student athlete including any illegal activity may be subject to further disciplinary action.

## K. Timeline:

These rules will be in effect from the day of the sport's first team meeting until after the awards banquet. This policy will continue to be in effect between seasons for athletes participating in two or more consecutive sports.

## L. Curfews:

Curfews established in writing and given to the athletes with consequences will be left to the discretion of individual coaches.

M. Additional Rules:

All team members will abide by any additional training regulations as set forth by the coach. Each athlete will be given a written copy of these rules.

## **SECTION II**

### **SUBSTANCE ABUSE**

The RSU/MSAD 54 School District realizes the value of athletic participation as a positive alternative to substance use. It is, therefore, the policy of the District that students participating in all athletic teams sign and abide by rules, which prohibit violations of the Board's substance abuse policy (see sections I and II of the Student Substance Abuse Policy) at any time or place during the season\*.

\*The season is defined as that period of time from the first team meeting/practice to the last banquet when awards are presented.

A. Students may not possess, use, be under the influence of, buy, or furnish to others

the following substances: alcohol, tobacco (all forms), e-cigarettes, hookahs, vaporizers, medical marijuana, prohibited substances, look-a-like drugs or devices and prescription drugs.

B. Violation of rule A during the student's high school career shall result in the following consequences:

### **First Offense**

1. Meeting with the assigned administrators and student to verify incident
2. Inform parent or guardian of the incident
3. Suspend student from athletics/co-curricular activities for 20% of the season
4. During the out of school administrative suspension, no participation in all practices, contests and team functions
5. For athletes, the 20% suspension will be defined as 20% of Maine Principals' Association (MPA) countable games. Students will not be allowed to participate in pre-season scrimmages or other MPA non-countable games such as holiday tournaments. Athletes will be required to practice and travel with the team during this suspension but shall be out of uniform. This suspension will begin immediately after the ineligibility is determined.
6. For co-curricular participants, the 20% suspension will be defined /interpreted by administration based on the time that the co-curricular activity meets. During this time, the student will attend meetings/activities but will not be able to participate/perform.
7. Require the student to participate in an approved diversion program--failure to comply with the required diversion program will result in further suspension from all athletics and co-curricular activities until successful completion. The student cannot earn a symbolic award in the season for which the suspension occurs.
8. The season ending banquet will be considered a countable event for serving 20% suspension.
9. If all conditions are satisfactorily met, the student may return to his/her athletic and/or co-curricular participation on the day following the suspension.
10. **If the suspension occurs at the end of the season, the student will need to fulfill the above requirements before being allowed to participate in another athletic and/or co-curricular season. The balance of countable games will be applied to the next season and /or activity. However, a student will be allowed to try out for the next activity.**

### **Second Offense** (This is cumulative throughout the high school career)

1. Meeting with the assigned administrators and student to verify incident
2. Inform parent or guardian of the incident
3. Suspend student from athletics/co-curricular activities for 50% of the season

4. During the out of school administrative suspension, no participation in all practices, contests, and team functions
5. For athletes, the 50% suspension will be defined as 50% of Maine Principals' Association (MPA) countable games. Students will not be allowed to participate in pre-season scrimmages or other MPA non-countable games such as holiday tournaments. Athletes will be required to practice and travel with the team during this suspension but shall be out of uniform. This suspension will begin immediately after the ineligibility is determined.
6. For co-curricular participants, the 50% suspension will be defined/interpreted by administration based on the time that the co-curricular activity meets. During this time, the student will attend meetings/activities but will not be able to participate/perform.
7. **It will be the responsibility of the student and his or her legal guardian(s) to obtain an evaluation from a licensed substance abuse counselor.** Based in part of the counselor's evaluation, the school will determine whether or not the student will be able to return to his/her athletic or co-curricular participation. The student will be suspended from all athletic and/or co-curricular activities for one calendar year form date of offense unless the student and a legal guardian agree to an evaluation from a licensed substance abuse counselor.
8. The student cannot earn a symbolic award in the season for which the suspension occurs.
9. The season ending banquet will be considered a countable event for serving the 50% suspension.
10. If the suspension occurs at the end of the season, the student will need to fulfill the above requirements before allowed to participate in another athletic and/or co-curricular season. **The balance of countable games will be applied to the next season and/or activity. However, a student will be allowed to try out for the next activity.**
11. **If a second offense occurs in the same calendar year, that student will be suspended for one calendar year. Proof of evaluation/treatment must be provided in order to be considered to return to athletic and/o co-curricular participation.**

**Third Offense** (This is cumulative throughout the high school career)

1. Meeting with assigned administrators to verify incident
2. Inform parent or guardian of the incident
3. Suspension of student from athletics and co-curricular activities for one calendar year from date of offense

It will be the responsibility of the student and his or her legal guardians to obtain an evaluation from a licensed substance abuse counselor. Based in part on the counselor's evaluation, the school will determine whether or not the student will be able to return to his/her athletic or co-curricular participation after serving the yearlong suspension.

## **SECTION III**

### **GENERAL RULES**

#### **A. Physical:**

Students who are candidates for interscholastic sports teams must have a physical examination by a licensed physician and proof of medical insurance prior to the tryouts in the sport. If athletes obtain physicals by their own physician, a dated statement of health **must** be forwarded to the nurse or AD at the school to be included in the school health record. All physicals are good for two years only. All new students to the district will be expected to obtain a current physical exam before being allowed to participate in sports at the high school.

#### **B. Injury and Illness:**

- A report of physical findings and recommendations will be written and signed by the licensed physician. The school nurse will be responsible for notifying

the trainer and coaches of any recommendations. All physicals will be filed in the school health record. All physicals presented to coaches must be turned in to the athletic director or school nurse by the next day.

- Each athlete needs to report injuries to their coach and/or trainer. Injury reports need to be completed and given to the athletic director by the next day.
- Any athlete with an illness or injury requiring care by a medical facility or physician, needs to present a completed and signed RETURN TO PARTICIPATION FORM to the coach or athletic director. These forms need to be forwarded to the school nurse immediately to be filed in the school health file.
- Each year, student athletes and their parents/guardians will be required to complete a health questionnaire form to be filed in the student health record.
- **By signing this form, parents are acknowledging that an RFGH athletic trainer or certified coach may provide direct emergency care and initial treatment to student-athletes should they become injured during practice, a game, or school sanctioned sporting event.**

#### C. Insurance:

Students who are candidates for inter-scholastic sports teams must provide proof of medical insurance prior to the tryouts in the sport. RSU 54/MSAD 54 does not carry comprehensive student accident insurance. Students and parents must know that any student coverage purchased from any insurance plan suggested by the District is not intended to act as a primary health insurance policy for student athletes. Parents are advised to study the limits of any such policy to determine whether or not this insurance provides adequate protection in case of injury.

#### D. Concussions:

Annually and/or prior to the beginning of each sports season, students and parents of students who will be participating in school-sponsored athletic activities will be provided information regarding:

- The risk of concussion and other head injuries and the dangers associated with continuing to participate when a concussion or other head injury is suspected
- The signs and symptoms of concussion and other head injuries
- The school unit's protocols for a) removal from the activity when a student is suspected of having sustained a concussion or other head injury, b) evaluation; and c) return to participation in the activity--return to play

#### E. Eligibility:

- Students are eligible for eight consecutive semesters after enrolling in high school as freshmen.



- Students become ineligible on their twentieth birthday or upon graduation from high school.
- Students must be regularly enrolled in a minimum of five credits, they must be passing a minimum of five courses, or 5 credits if vocational, and they must be passing all core courses required for graduation at the end of the applicable ranking period, quarter grade, in order to be eligible for competition during the following ranking period. Required core courses total: 16 credits to include the following: English—4 credits; Social Studies: Geography, US History, US Government—4 credits; Math—3 credits; Science—3 credits; Physical Education—1 credit; Health—.5 credit; Fine Arts—1 credit; Computer Literacy—.5 credit. Pass/Fail courses such as Computer Aide, Physical Ed. Aide, Independent Study, Study Skills, etc., do not count toward filling this requirement.

FALL: 4th quarter grades determine athlete eligibility for the start of the fall season. 1st quarter grades determine athlete eligibility for the remainder of the fall season after these grades have been issued.

WINTER: 1st quarter grades determine athlete eligibility for the start of the winter season. 2nd quarter grades determine athlete eligibility for the remainder of the winter season after these grades have been issued.

SPRING: 2nd quarter grades determine athlete eligibility for only those pre-season and regular season games played prior to checking 3rd quarter grades. An athlete who has been ineligible during this time will become eligible immediately upon successful review of the 3rd quarter grades. 3rd quarter grades determine an athlete's eligibility for the remainder of the spring season. 4th quarter grades for seniors only determine athlete eligibility for the remainder of the spring season after those grades have been issued.

- MPA Bona Fide Rule: A member of a school is a student athlete who is regularly present for and actively participates in team practices and competitions. Bona fide members of a school team are prevented from missing high school practice or competition to compete or practice elsewhere.
- A single waiver per student athlete per sport season may be granted by the building administration on a case-by-case basis for extraordinary circumstances (e.g. if a student/athlete were invited to participate in a prestigious weekend event then a waiver may be granted. If a student athlete were invited to participate in a nationally recognized tournament over a school vacation than that waiver may be granted for that activity. If a student requests to miss practice every Friday because he/she is receiving specialized coaching from an outside team/coach, then a waiver would not be granted.

Penalty for violation of this policy:

- First Violation: Report violation to MPA office, suspension for one game/contest
- Second Violation: Report violation to MPA office, removal from team for remainder of season

## F. Ineligible Athletes:

Ineligible athletes are allowed to practice, but they will miss all pre-season scrimmages and the first 20% of regular season contests after the ineligibility is determined. The following is a breakdown of 20% of contests for all SAHS sports:

### FALL SPORTS

Cheering:	2 football games
Cross-Country:	1 meet
Field Hockey:	3 games
Football:	2 games
Golf:	3 matches
Soccer:	3 games

### WINTER SPORTS

Alpine Skiing:	3 meets
Basketball:	4 games
Bowling:	2 meets
Cheering (winter):	4 basketball games and 1 competition
Ice Hockey:	4 games
Indoor Track:	1 meet
Wrestling:	3 meets

### SPRING SPORTS

Baseball:	4 games
Softball:	4 games
Tennis:	3 matches
Track:	2 meets

## G. To Regain Eligibility the Student-Athlete Must:

1. Go through the monitoring process:
  - The Athletic Director will assign the student a monitor.
  - The student will meet with the monitor twice per week.
  - The student will give a completed progress report each Friday to the monitor.
  - At the end of the ineligibility period, the AD, the monitor, the coach, and the student athlete will meet.
2. Be passing a minimum of 5 courses, or 5 credits if vocational, and must be passing all core courses required for graduation.

## H. Continuously Ineligible Athletes:

- Athletes who are not eligible at the end of the first time period are ineligible for another 20% of contests.
- Athletes who are not eligible at the end of the second time period will be dismissed from the team.

## **Athletic Program Offerings:**

### Fall:

Varsity/JV/Frosh Football  
Varsity/JV Field Hockey  
Varsity/JV Boys' Soccer  
Varsity/JV Girls' Soccer  
Varsity/JV Coed Golf  
Varsity Boys' X- Country  
Varsity Girls' X- Country  
Varsity Cheering

### Winter:

Varsity/JV/Frosh Girls' Basketball  
Varsity/JV/Frosh Boys' Basketball  
Varsity Wrestling  
Varsity Ice Hockey  
Varsity Boys' Indoor Track  
Varsity Girls' Indoor Track  
Varsity Girls' Alpine Skiing  
Varsity Boys' Alpine Skiing  
Boys'/Girls' Bowling  
Unified Basketball

### Spring:

Varsity/JV Baseball  
Varsity/JV Softball  
Varsity Boys' Track  
Varsity Girls' Track  
Varsity Boys' Tennis  
Varsity Girls' Tennis