

Student Handbook

2009 - 2010



**Piscataquis Community
High School
Guilford, ME**

**207-876-4625
www.sad4.com**

PCHS Student Handbook

- Education is not filling a bucket but lighting a fire. -*William B. Yeats, poet*
- Poor is the pupil who does not surpass his master. -*Leonardo da Vinci*
- Education is too important to be left solely to educators -*Francis Keppel*
- Give me six hours to chop down a tree and I will spend the first four sharpening the axe. -*Abe Lincoln*
- It is, in fact, nothing short of a miracle that the modern methods of instruction have not entirely strangled the holy curiosity of inquiry. -*Albert Einstein*
- All who have meditated on the art of governing mankind have been convinced that the fate of empires depends on the education of youth. -*Aristotle*
- Education, therefore, is a process of living and not a preparation for future living. -*John Dewey*
- Education is a progressive discovery of our own ignorance. -*Will Durant*
- There is no such thing as failure. -*Thomas Edison*

Introduction to PCHS Handbook - The policies and procedures contained in this handbook are the result of a concerted effort on the part of the staff and the administration. The information has been carefully prepared and presented so that it will be of great value in helping you to adjust and succeed at our school. The student handbook provides some guidelines, rules and requirements that foster a school climate that allows success for all students. Please do your part to become a responsible, informed, caring, compassionate and kind student. The signing of this handbook is your agreement to abide with its rules, ideals and policies.

Absence from School - Parents are requested to contact the school by 8:30 A.M. on the day a student is absent. The office will be open at 7:00 A.M. If the school is not contacted by 8:30 A.M. then the school will attempt to notify parents that the student is absent. Please make every effort to inform the school of a student's absence.

Academic Reports - Student progress can found at any time using our on-line grading software (<http://powerschool.sad4.com>). The school operates on 2 semesters. Each semester is 18 weeks. Progress reports are mailed home every 6 weeks.

Activities - PCHS operates a wide range of co-curricular activities, from music to athletics to student leadership, to appeal to a wide range of student interests. While participating in student activities:

- All students are to conduct themselves in a proper manner and are accountable for their actions anytime they attend school-sponsored activities.

- Students who are on a trip or involved as representatives of the school should dress in a proper manner, are not authorized to smoke, and should demonstrate good taste in their relationships with other students.
- Any student who does not wish to comply with the standards established by the school subjects themselves to disciplinary action and dismissal from future involvement in activities.
- The drug and alcohol policy will be adhered to at all times.

Advanced Placement Courses - PCHS offers several Advanced Placement Course (AP) that approved through the College Board. Students who take these courses may carry a lighter course load, at the discretion of the principal. AP testing occurs in the spring and may have costs involved, based on family income. AP courses are considered college credit by most colleges if a student scores a “3” or higher on the exam.

Advisor/Advisee Program - PCHS will enhance the opportunities for faculty and staff to mentor and advise students. In small groups, students meet with their faculty/staff mentor in sets of guided activities to help students meet their academic and personal development goals.

Assemblies - A variety of assemblies held each year provide informational, educational, cultural enrichment and entertainment programs. Consistent with PCHS expectations, courtesy and respect will be given to all presenters and participants. Assemblies bolster the academic activities of the school so all school policies and practices remain in place.

Athletics - Students are encouraged to participate in our athletic program. The sports season are outlined below:

Fall: Cross Country, Field Hockey, Golf, Soccer

Winter: Varsity Basketball, JV Basketball, Wrestling

Spring: Baseball, Softball, Track

All participants are required to abide by the provisions outlined in the Athletic Handbook.

Attendance Policy - According to Maine state law, every parent/guardian is obligated to ensure that every child under their care and supervision receives adequate education and training, and thus the state requires attendance at a public school or state-recognized alternative. To meet Maine state law the attendance policy of PCHS requires that all children between the ages of 7 and 17 attend school during the time school is in session.

Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student’s progress more quickly than frequent absences; therefore, regular and punctual patterns of attendance shall be expected of each student.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students, who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For this reason the School Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

The greatest threat to a student's academic achievement arises not out of absences that are beyond the student's control or for otherwise legitimate reasons, but instead out of intentional decision by a student to simply not to show up in class.

The only legitimate excuses for absence are:

1. Personal illness – a note or phone call from a parent/guardian is required.
2. Professional health appointments that cannot be made outside of the regular school day – a note must be provided from the health care professional.
3. Observance of recognized religious holidays when the observance is required during the school day.
4. Emergency family situations (severe illness or death in the family).
5. Personal or educational absence not to exceed a maximum of five days which has been **APPROVED IN ADVANCE** by submitting an education absence application with the Assistant Principal.
6. A student who is attending any school-sponsored activity or activities.
7. A student whose absence is a direct result from school ordered suspensions.

Any other absence will be considered unexcused.

Attendance Policy & Course Credit

1. When a student has accumulated more than 5 unexcused absences in a semester class or more than 10 unexcused absences in a yearlong course, that student may not receive credit for the course.
2. If a student arrives late to school unexcused or leaves with an early dismissal the absence from each course will apply to the attendance requirements.
3. Students who are excused from class to attend school sponsored activities or unable to attend school due to school district transportation, will not have the absence applied to the attendance policy.
4. Attendance credit will be applied to absences due to extended illness or injury as defined by a minimum of 5 consecutive days or more and the physician must provide written verification.
5. The above regulations can be modified, in special cases by the Attendance Review Committee, which consists of the Principal, Assistant Principal, and guidance Director.

* **Note:** Attendance is reviewed for each course.

Attendance and Participation in School Activities - Students are required to be in attendance at school in order to participate in co-curricular school functions. This shall apply to athletics, musical performances, dances, club or class activities, cooperative education, or any other school sponsored activity. Students may be granted an exception due to special circumstances to the above policy provided they have obtained prior approval from the Principal.

Block Schedule - Classes are 80 minutes in length. Classes meet on an alternating blue/gold daily schedule.

Books and Responsibility for Care - The student or parent must pay for damaged or lost books. Grades and schedules will not be issued until payment is received. School bills may be sent to the tax collector.

Bus Regulations - A school bus driver represents the school authority and is responsible for the passengers on the bus. The school district provides transportation to meet the needs of students; however, disruptive behavior may result in suspension of a student's privilege to use the bus service.

Calendar - The calendar for students is 177 days. Snow days will be added to the last scheduled school day.

Change of address - So we can reach you quickly, please inform the office immediately if you change your address or telephone number.

Cheating - Whether you give or receive information during an examination or on certain assignments, the offenses are the same. The work cannot be made up and a zero will be assigned. Plagiarism is an attempt to use another person's work as your own and is not acceptable. The work cannot be made up and a zero will be assigned.

Class Dues - Class dues are used to assist in the operation of class activities such as the Prom, special Yearbook sections and Graduation. The dues for a class may not exceed \$4.00 per year except with the permission of the class advisor and the principal. Any additional assessments must be for a specific approved activity and approved by the administration.

Closed Campus - PCHS is a **closed campus**, which means that all students are required to remain in school from the time they arrive in the morning until they leave at the end of the school day, including lunch periods and study halls. Permission to leave the building during the day may only be granted by a faculty or staff member for purposes of school programs or activities (such as community activities, field trips, Senior Release, etc.). Students who violate this policy will be subject to disciplinary action.

Clubs/Activities - PCHS encourages all students to participate in as many co-curricular activities as possible. The following chart identifies the ongoing clubs and activities at PCHS.

AFS	Band	Chess Club
Chorus	Civil Rights Team	Drama
Envirothon	Key Club	Math Team
Nat. Honor Soc.	Student Council	Travelers Club
Yearbook		

Co-Curricular Eligibility Policy - The academic eligibility policy provides a framework to ensure that participation in co-curricular activities does not have a detrimental effect. The emphasis of the academic eligibility policy is to improve student performance to meet acceptable standards. The entire Co-curricular policy is outlined in the Athletic Handbook.

Computer/Internet Usage - The use of the Internet is a privilege, **not a right**, and inappropriate use will result in the loss of that privilege and possible suspension from school. Computer usage is limited to school projects and school-related material.

Examples of inappropriate use, but not necessarily limited to, are: instant messenger, chat rooms, bulletin boards, games/entertainment, joke sites, pornography or sexually explicit material. Students and parents are required to sign an acceptable use policy to use the school's technology.

Course Load - Students are required to be enrolled in six courses each semester unless approved by the principal. Seniors are required to be enrolled in at least five courses each semester.

Dances - School sponsored dances/socials are held several times a year. The dances are for PCHS students and their guests. Students may sign up a guest with the administration twenty-four hours prior to the dance. A guest must be accompanied to the dance by a PCHS student who will be responsible for their behavior. The doors will close 1 hour after the event opens and no one will be admitted unless prior permission is granted by an administrator or teacher. Once a student leaves the dance they will not be allowed to re-enter the dance under any conditions. Students who are absent from school on the day of the dance will be denied the privilege of attending this activity. Students on suspension will not be allowed to attend the dance.

Disciplinary Code - The disciplinary code applies to the general operation of the school, however, certain extracurricular activities, which may have heightened standards of conduct, are outlined in the Athletic Handbook. In addition, individual prescribed behavior programs may require special attention. The Assistant Principal or Principal will request a conference with

parents/guardian and the student if a pattern of inappropriate disciplinary behavior occurs. In all cases, students are provided due process through an opportunity to state the circumstances involved in a disciplinary referral. Resolving social or academic problems that arise at school should follow the flow below:

Student _ Teacher _ Parents & Student _ Resolution

School administration should be utilized only after the above steps are taken.

A. Detentions

A student is subject to a detention for disciplinary referral for inappropriate and/or disruptive behavior in the classroom or common areas of the school, i.e. cafeteria, hallways, school grounds, etc.

When teachers are unable to resolve issues the Assistant Principal, Guidance Counselor or Principal will request a conference with parents/guardian and the student if a pattern of inappropriate disciplinary behavior occurs. Parents may also request such a meeting if they cannot reach resolution with a teacher.

Office detentions are from 2:45 – 4:30 p.m. on Tuesday and Thursday. Students will be provided 24 hour notification to arrange for transportation prior to staying for a detention. Habitual offenders may be required to serve Saturday detentions, at the discretion of the administration.

B. In-School or Out-of-School Suspension

An in-school or out-of-school suspension shall not exceed a maximum of ten days in duration for any disciplinary situation. It is expected that all academic assignments be completed and returned to teachers at the end of the suspension.

Dissection - Dissections are a required part of the laboratory experience in the science program. An alternative option is available for students upon the written request of the parents. A meeting with the parents and student will be requested to clarify the expectations for the student in the alternative program.

Dress & Cleanliness - The appearance of any young person is primarily the responsibility of that individual and their parents. We expect students to maintain an appearance that is not distracting to other students, teachers, or to the detriment of the educational process of the school. We expect that students present general cleanliness.

Clothing should not be unduly revealing or distracting. Examples of such include but are not limited to bare midriffs, strapless and/or low cut tank tops, and transparent tops. No underwear should be visible. Shorts are acceptable at the mid-thigh length.

As a sign of respect for the learning environment and civic etiquette, hats/bandanas, head covers and pajamas are not worn in the school building, unless authorized by the principal.

In accordance with state and federal laws, the wearing or display of buttons, hats, hairstyles or clothing that advertises and/or portrays alcohol, other drugs or sexual statements will not be allowed.

Students in school sponsored activities, i.e. athletics, field trips, concerts, Co-curricular activities, graduation, etc. will be required to meet specific expectations of dress for participation. Students are encouraged to wear school colors or logos in an expression of school spirit regularly and on special occasions. When a student's appearance does not meet expectations students will be required to change their appearance to meet appropriate standards. This may involve the cooperation of a parent/guardian in securing appropriate clothing. Students who cannot meet appropriate standards of dress may be sent home to change clothing.

Early Dismissal - A student is required to present a written request stating the specific reason for the dismissal to the office no later than 8:15. Any written request presented after 8:15 will require a verbal confirmation from the parent/guardian. A parent may request in person that their son/daughter be dismissed; however, verbal requests by telephone will be accepted only in emergency situations. If a student is ill the nurse will be contacted and dismissal will be based on her recommendation.

A dismissal for a hair appointment, tanning salon, shopping, hunting, work, etc. is not allowed. Leaving school for these types of reasons will be considered an unexcused absence. All students dismissed early and/or returning to school must sign in at the office.

Electronic Devices/CD/Cassette Players - CD/Cassette players, MP3 Players, etc., are not permitted. Electronic devices such as beepers, pagers, and cellular phones are not permitted unless there is a family or individual emergency. In emergency situations, cell phones may be used in the office by permission only. Teachers and administrators may withhold devices if they are used during school hours.

Emergency Files - Emergency files are required for each student. That indicates the names of persons who may dismiss a student from school, medications, and emergency telephone numbers for parents/guardians.

Final Exams - It is expected that all students will take final exams unless excused by the teacher and Principal.

Fundraising - All fundraising plans need to be approved by the Principal.

Grading Criteria - The grading practices at PCHS are consistent with the policies and practices of SAD #4. Students who are earning failing marks may be required to attend academic support sessions during and after the school day.

PCHS Grading Scale and Practice

Grade (College Scale)	Grade (Numeric Percent)
4.0	97-100
3.67	94-96
3.33	91-93
3.0	88-90
2.67	85-87
2.33	82-84
2.0	79-81
1.67	75-78
1.33	72-74
1.0	70-71 (Passing Grade)
.67	65-69 (Failing Grade)
.3	60-64
.2	55-59
.1	50-54
0	0-49
I	Incomplete- (Work not completed, not passed in, or more time given to complete)
EX	Excused (Excused absences and eligibility can be found in the student handbook)

Graduation Requirements - A student will be considered a graduate of Piscataquis Community High School and will receive a diploma when he/she has satisfactorily completed all course credit and attendance requirements as follows:

Students must accumulate a total of **22 credits**. The following credits shall be included:

- Four (4) credits of English
- Two (2) credits of American Experience (U.S. History)
- One and one-half (1 1/2) credits of Wellness (Physical Education/Health)
- Two (2) credits of Fine Arts (Music, Theater, Digital Arts)
- One-half (1/2) credit of American Government
- Seven (7) credits of Math and Science
- One (1) credit of Foreign Language
- One (1) credit of World Culture

Students who do not meet graduation requirements are not allowed to participate in the high school graduation ceremony. (The principal may waive this requirement at his/her discretion.)

Guiding Principles - The Guiding Principles of the Maine Learning Results are the building blocks for a successful and fulfilled adulthood in the 21st century. Students will be graded on their performance on the Guiding Principles.

Class Participation	Individual Responsibility	Grading
<ul style="list-style-type: none"> * Accepts responsibility for personal role in group work * Adapts behavior to group/task * Assists others in reaching goals * Expresses ideas clearly in a variety of ways * Supports opinions and ideas of others * Listens effectively * Participates in class discussions/activities 	<ul style="list-style-type: none"> * Displays Responsible Behavior * Comes to class prepared * Attends class and arrives to class on time * Completes neat, organized class work and homework on time * Follows directions * Asks for help when needed * Exhibits self control 	<ul style="list-style-type: none"> 4 = Always 3 = Usually 2 = Sometimes 1 = Seldom 0 = Not turned in NS = Not Score able NE = No Evidence

Homework Process - The school follows a process for completing homework:

1. Homework assigned with a due date
2. Homework handed in by due date
3. Classroom academic detention-next day @ 2:20 p.m. for assignments not handed in by due date-detention may be forgiven if work received by next day unless late work is continual habit

Note: Students who skip a teacher academic detention will receive a 60-90 minute office detention. Students who skip office detention will be assigned an in-school or out-of-school suspension.

Homework is for: practice, enjoyment of reading and writing, assignments, and building self-confidence. Students should be given a reasonable amount of time to complete assignments. Homework is not: punitive, for new material or for school vacations.

Honor Roll - Students may earn honors by earning a minimum cumulative average of 2.67 or earn a minimum of 2.3 in each course. Students may earn high honors by earning a cumulative average of 3.67 or earn a minimum of 3.3 in each course. Students must be enrolled in a minimum of 5 in-school courses to qualify for honors or high honors.

Library/Learning Center/Academic Support - The primary purpose of the library/learning center is to obtain books/materials, engage in research, or use the computers for papers/projects. It is expected that homework will be completed in study halls. NO computer games are permitted. Students may use the library with a research pass from their classroom teacher.

Lockers/Laptops - Lockers and laptops should be kept in a neat and clean condition at all times. Lockers should be locked at all times and students should not share their lockers or provide their combination to any other students. Locks are provided for all lockers and any private locks are prohibited and will be removed. Lockers and laptop computers are the property of the school, which

limits student's privacy, and may be searched at any time by school officials if it is believed that the health, welfare or safety of the school or student body is affected.

Lost and Found - Articles found in and around the school should be turned into the office where the owners may claim their property by identifying it.

Lunch Program - Students are expected to be in the cafeteria or assigned dining area during their designated lunchtime. Students are **NOT** permitted to leave school during this time without permission of the administration. Students may purchase a variety of lunches for \$1.75. Lunches need to be paid for in the office. Free and reduced applications are available in the office and will be processed at any time of the year. Student lunch balances can be found at <http://powerschool.sad4.com>.

Makeup work - It is expected that students will be prompt in making up assignments, tests, etc. when absent from school. The maximum time permitted for a student to makeup work due to absence **shall not exceed one day for each day absent**. Students will have **a maximum of two weeks** to makeup work from the day it was due. An extension may be granted to a student who is absent due to an extended illness or excused absence. Students may be required to stay after school, attend Saturday sessions or attend summer school for the purpose of makeup work that has not been completed within the given time. Teachers may require long-term assignments, i.e. term papers, projects, etc. be due on the day of the absence. It is the responsibility of the student to contact the teacher to obtain any extensions beyond a due date.

Medication - If it becomes necessary for a student to take any form of medication at school, a signed note from a parent must be presented to the office. All prescription medication will be kept in the office and dispensed through the main office or nurse.

National Honor Society - Each year students who are eligible scholastically shall be notified and informed that further consideration requires completion of the Student Activity Information Form. Candidates will be reviewed by the Faculty Council on the basis of service, leadership and character; election to the chapter shall be determined by a majority vote by the faculty.

Promotion Policy - The promotion of students at PCHS requires that a minimum number of credits must be earned. Each student is required to have earned five (5) credits to be promoted to the sophomore class, ten (10) credits to be promoted to the junior class and (15) credits to be promoted to the senior class. A student who has not earned fifteen (15) credits will not be granted status as a senior. Students in jeopardy of gaining enough credits to graduate in a

timely manner may be enrolled in the Learning-4-Life program; the district's alternative education program.

Public Displays of Affection - The school does not allow public displays of affection that involve kissing or touching of a sexual nature.

Schedule Changes - At the beginning of each semester, there will be a one-week add/drop period. During this time students may make schedule changes with permission from the parent, teacher and guidance counselor. There will be no schedule changes unless a student is clearly misplaced in a class. Students in full year courses must complete the course in order to receive credit. Students that withdraw from classes will receive either a Withdrawn Passing (WP) or Withdrawn Failing (WF) on their transcript.

Senior Privilege - Seniors who do not have an academic class scheduled for periods at the end or beginning of the school day need not be in attendance. Seniors must sign in and out at the office when they enter or leave the building. This is a privilege and will be reviewed at every marking period. Senior privileges will begin after the first progress report. These privileges may be revoked.

- ❖ Students must maintain an average of 2.7 in all classes, including the Guiding Principles grade
- ❖ Students must be on time for classes
- ❖ Students may not leave school grounds without permission
(Administration may revoke Senior privileges for behavior reasons.)

Shoes - Students must wear footwear at all times for safety and health purposes.

Smoking - In compliance with federal and state laws, there is **NO** smoking or the use of all other tobacco products in school buildings, facilities, on school buses, during school-sponsored events, and at all other times on school grounds by all persons.

Student Vehicles - Students will be required to have a registration card and parental permission on file in the office for vehicles that may be driven to school. A parking permit will be issued and must be displayed in the vehicle while on school grounds. Any violation of the law or unsafe driving practice may cause the loss of a student's privilege to have a vehicle on school grounds. Vehicles cannot pass a stopped school bus with flashing lights in the parking lot.

Study Hall - Study hall is an important part of the academic day. It allows students to meet with teachers, complete assignments, and get help as needed. Students are expected to arrive on time, take assigned seats and wait for attendance. Students will arrive with homework or reading material. The study hall will be quiet and orderly.

Tardiness to School - Any student who arrives at school late without prior permission of the administration or without written permission from the parents or guardian stating the reason for the late arrival is considered tardy.

A student who is habitually tardy will be referred to the Assistant Principal or attendance officer for disciplinary action.

Telephones - The office telephone is for school business and it may be used by students only in cases of emergency with the permission of the Secretary or the Principal.

Tutoring/After School Help - Students are given the opportunity to complete assignments and gain additional academic support from teachers. Students not meeting standards, struggling with concepts or those required to complete make-up work will be scheduled by teachers to any or all of the above items.

Visitor's Pass - Any student who wishes to have a visitor during the school day must receive prior permission from the Principal or Assistant Principal. All visitors to the school must register in the office and obtain a visitor's pass.

School Fight Song

Our Alma Mater, we vow to thee,
We'll make you proud with our victory;
We are united and we are bold.
We're gonna fight for the blue and the gold.
And if we ever taste bitter defeat,
We've got the spirit that no one can beat.
We've got the band, the team,
So watch us steam!
We'll fight on for P.C.H.S.
F-I-G-H-T, F-I-G-H-T, F-I-G-H-T
FIGHT, FIGHT, FIGHT

S.A.D. #4 DISTRICT POLICIES

ASBESTOS

All schools in SAD #4 have been inspected for the presence of asbestos containing materials. A written plan for the management of these materials has been developed. This plan is available for inspection at the central office of the Local Education Agency at the Transportation Garage, Campus Drive (off Blaine Avenue), and at the school's administration office during regular office hours. Copies may be made on request at a cost of ten cents per copy.

VIDEO CAMERAS

Video cameras will be used to monitor activity in the parking lots and common interior spaces at PCHS. Please refer to the following district policy:

NEPN/NSBA Code: ECAF

VIDEO SURVEILLANCE

The Board recognizes the school unit's continuing responsibility to maintain order on school grounds and in school buildings to ensure the safety of staff and students. After carefully balancing the need for discipline and safety with students' interests in privacy, the Board supports the use of video cameras on school grounds and in areas of common use within buildings. Areas of common use include libraries, hallways, gymnasiums, lobbies, reception areas and cafeterias.

The video images shall not be made available for viewing by the public, employees of the district in general, the media, or other individuals. Access to the video shall be limited as follows:

School administrators shall be authorized to view the video for the purposes of documenting disciplinary problems and determining which individuals may be involved.

When the resulting video is used as a basis for discipline the student and parents/guardians will be notified and given the opportunity to view the portion of the tape pertaining to the alleged violation.

The Principal or Superintendent may authorize other school personnel such as a teacher, guidance counselor, school psychologist, or social worker to view segments of video if such personnel have a demonstrable educational interest in the video.

In appropriate circumstances, or as mandated by law or court order, the Superintendent is authorized to show a video to other government agencies, including law enforcement agencies or the Department of Health and Human Services.

Any recording used in a disciplinary proceeding may be retained as part of a student's disciplinary record, being disposed of as other such documentation except when special circumstances warrant longer retention. In regard to such video recordings, the school system will comply with all applicable provisions of state and federal law concerning student records

Recorded information showing identifiable employees will be treated as personnel file information and will not be released outside of the school system except pursuant to subpoena or court order.

Students in violation of school discipline/conduct codes shall be dealt with in accordance with established Board policy, administrative procedures, and school practices.

Notice of use of video cameras for surveillance purposes on school grounds and in school buildings will be provided to all students, parents and staff in appropriate handbooks on an annual basis. Notice that video observation may take place will also be posted in each building and on each campus where cameras are located.

The Superintendent will be responsible for the development of administrative procedures regarding review of video recordings made on school grounds and in school buildings. Such regulations will provide a process for review when significant violations of the student discipline/conduct code occur. Procedures will also address the retention of video recordings, administrators authorized to monitor live feeds and recordings, the security of video cameras and recordings, specifying the school official(s) to be responsible for purchase, installation, maintenance, and replacement of equipment, scheduling and placement of cameras, requests for viewing and any necessary follow-up.

Cross Reference: JRA - Student Records

Adopted: May 9, 2006

NEPN/NSBA Code: EEAEF

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

The Board recognizes the school unit's continuing responsibility to maintain order on school transportation vehicles to ensure the safety of staff and students. After carefully balancing the need for discipline and safety with students' interests in privacy, the Board supports the use of video cameras on school transportation vehicles. In an effort to reduce student behavior violations, the cameras may be used to monitor student behavior during transport to and from school, extracurricular activities and field trips.

When the resulting video tapes are used as a basis for discipline, parents/guardians will be notified and given the opportunity to view the portion of the tape pertaining to the alleged violation. Students in violation of school discipline/conduct codes shall be dealt with in accordance with established Board policy, administrative procedures, and school practices.

Notice of use of video cameras for disciplinary purposes in school transportation vehicles will be provided all students, parents and staff in appropriate handbooks on an annual basis. Moreover, notice that video observation may take place will be posted in each transportation vehicle.

Any recording used in a disciplinary proceeding will be retained as part of a student's disciplinary record, being disposed of as other such documentation except when special circumstances warrant longer retention. In regard to such video recordings, the school system will comply with all applicable provisions of state and federal law concerning student records.

The Superintendent will be responsible for the development of administrative procedures regarding review of video recordings made on school transportation vehicles. Such regulations will provide a process for review when significant violations of the student discipline/conduct code occur. Procedures will also address the retention of video tapes, the security of video cameras and recordings, specifying the school official(s) to be responsible for purchase, installation, maintenance, and replacement of equipment, scheduling and placement of cameras on transportation vehicles, requests for viewing and any necessary follow-up.

Cross Reference: JRA - Student Records

JICC – Student Conduct on School Busses

Adopted: June 10, 2003 NEPN/NSBA CODE: ACAA

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

Harassment of students because of race, color, sex, religion, ancestry, 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

Harassment includes but is not limited to verbal abuse based on race, color, sex, religion, ancestry, national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board's policy JICIA - Weapons, Violence and School Safety.

Sexual Harassment

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.

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 will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Title IX Coordinator will investigate complaints of harassment in accordance with the 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.

Legal Reference: Title IX of the Education Amendments of 1972 (20 USC € 1681, et seq.)

Title VI of the Civil Rights Act of 1964 (42 USC € 2000(d))

5 MRSA € 4602; 4681 et seq.

20 MRSA € 6553

Cross Reference: ACAA-R - Student Harassment Complaint Procedure

AC - Nondiscrimination/Equal Opportunity and Affirmative Action

ACAD - Hazing

JICIA - Weapons, Violence and School Safety

Adopted: April 10, 1990

Revised: March 8, 1994; April 8, 2003

NEPN/NSBA Code: ACAA-R

STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

This procedure has been adopted by the Board of Directors in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC - Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA - Harassment and Sexual Harassment of Students.

Definitions

For purposes of this procedure:

A. A "Complaint" is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, religion, ancestry, national origin, or disability; and

B. "Discrimination or harassment" means discrimination or harassment on the basis of race, color, sex, religion, ancestry, national origin, or disability.

How to Make a Complaint

A. Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the Affirmative Action Officer, building principal, or district nurse. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the Affirmative Action Officer, building principal, or district nurse.

B. School staff are expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.

C. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.

D. Students are encouraged to utilize the school unit's complaint procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the federal office for Civil Rights, Regional Director, U.S. Department of Education, SW McCormack POCH Room 222, Boston, MA 02109-4557 (telephone: 617-223-9622).

Complaint Handling and Investigation

A. The Affirmative Action Officer, building principal, or district nurse shall promptly inform the Superintendent and the person(s) who is the subject of the complaint that a complaint has been received.

B. The Affirmative Action Officer, building principal, or district nurse may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the school unit in light of the particular circumstances and applicable policies and laws.

C. The complaint will be investigated by the Affirmative Action Officer unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint concerning the Superintendent should be submitted to the Chair of the Board, who should consult with legal counsel concerning the handling and investigation of the complaint.

1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.

2. If the complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.

3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

4. The Affirmative Action Officer shall keep a written record of the investigation process.

5. The Affirmative Action Officer may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.

6. The Affirmative Action Officer shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.

7. The investigation shall be completed within 21 calendar days of receiving the complaint, if practicable.

D. If the Affirmative Action Officer determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:

1. Determine what remedial action is required, if any;

2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and

3. Inform the student who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

E. If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 calendar days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall be final.

Legal Reference: Americans with Disabilities Act (28 CFR € 35.07)
Section 504 of the Vocational Rehabilitation Act (34 CFR € 104.7)
Title IX of the Education Amendments of 1972 (20 SC € 1681 et seq.)
Title VI of the Civil Rights Act of 1964 (PL 88-352)
20 USC € 1232g; 34 CFR Part 99
5 MRSA €€ 4571; 4602; 4681 et seq.
20-A MRSA €€ 6001 et seq.

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA - Harassment and Sexual Harassment of Students

Adopted: February 11, 1992
Revised: April 8, 2003

STUDENT EDUCATIONAL RECORDS

It shall be the policy of M.S.A.D. #4 to provide for the confidentiality of all student education records that are maintained by M.S.A.D. #4, as required by both Maine law and the Federal Family Educational Rights and Privacy Act (FERPA).

M.S.A.D. #4 shall provide annual notification to the parents of students currently in attendance and to eligible students (18 years old or older) of their rights in relation to the student education records being maintained by M.S.A.D. #4.

M.S.A.D. #4 designates the following information about students as directory information: name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, date of attendance at M.S.A.D. #4 schools, and honors and awards received.

M.S.A.D. #4 may disclose directory information about students in attendance if it has given the notification required by FERPA to parents of the students and to eligible students and has not received timely written notice refusing permission to designate some or all of the types of information about a student as directory information.

Under Maine law, M.S.A.D. #4 shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student including but not limited to the student's full name, photograph, personal biography,

e-mail address, home address, date of birth, social security number, and parents' names.

The Superintendent, in consultation with other school administrators of M.S.A.D. #4, shall develop and promulgate procedures for implementing this policy, including a description of the access rights of parents, students and educational personnel to records and the confidentiality rights of parents and students. Such procedures may be amended from time to time, as necessary.

A copy of the policy and procedure shall be posted in each school. Parents shall be notified annually of the policy and procedure.

Legal Reference: 20 USC § 1232g
34 CFR Part 99
20-A MRSA § 6001
Ch. 101 § 15 (Me. Dept. of Ed. Rule)
Ch. 125 § 12.01(E) (Me. Dept of Ed. Rule)

Cross Reference: JRA-E Notification of Rights under FERPA
IJNDC-R Web Pages Administrative Procedures

Adopted: April 10, 1990

Revised: March 8, 1994; August 10, 2004

NEPN/NSBA Code: ACAD

HAZING

Maine statute defines injurious hazing as "any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school."

Injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

"Harassing behavior" includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member.

"Acts of intimidation" include extortion; menacing; direct or indirect threats of violence; incidents of violence; bullying; statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person; and property damage or theft.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student's organizations, shall plan, encourage, or engage in injurious hazing activities.

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal.

In the case of an organization affiliated with this school unit that authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent/designee shall be responsible 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/designee as he/she carries out the provisions of this policy, that individual or organization may appeal to the School Board. The ruling of the Board, with respect to the provisions of this policy, shall be final.

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements. A copy of this policy shall be included in all school, parent, and employee handbooks or otherwise distributed to all school employees and students.

Legal Reference: 20-A MRSA € 6553

Cross Reference: ACAA - Harassment and Sexual Harassment of Students

ACAB - Harassment and Sexual Harassment of Employees

JICIA - Weapons, Violence and School Safety

Adopted: March 8, 1994

Revised: April 8, 2003

NEPN/NSBA Code: ADC

TOBACCO USE AND POSSESSION

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the Board prohibits smoking and the use of all other tobacco products in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds by all persons, including students and employees.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times.

Employees and all other persons are also strictly prohibited, under law and this Board's policy, from selling, distributing or in any way dispensing tobacco products to students.

Legal References: 22 MRSA €1578-B

Me. PL 470 (An Act to Reduce Tobacco Use By Minors)

20 USC 6081 (Pro-Children Act of 1994+Goals 2000)

Adopted: February 10, 1996

Revised: April 8, 2003

NEPN/NSBA Code: EBCC

BOMB THREATS

The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

B. Definitions

1. A "bomb" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device.
2. A "look-alike bomb" means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A "bomb threat" is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. "School premises" means any school property and any location where any school activities may take place.

C. Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit's Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident "command and control" (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board's required annual approval of the school unit's Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, or other employee in a position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the PET process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

F. Aiding Other Students in Making Bomb Threats

A student, who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

H. Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity, as determined by the Superintendent within parameters set by the Board.

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

K. Notification through Student Handbook

All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

Legal References: 18 U.S.C. §§ 921; 8921
17-A M.R.S.A. § 210
20-A M.R.S.A. §§ 263; 1001(9); 1001(9-A); 1001(17); 1001(18)

Cross References: EBCA – Crisis Response Plan
JKD – Suspension of Students
JKE – Expulsion of Students
JKF – Suspension/Expulsion of Students with Disabilities
JICIA – Weapons, Violence and School Safety
Student Code of Conduct

Adopted: June 10, 2003

Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and--as a last resort--pesticides. This holistic approach is often called Integrated Pest Management (IPM).

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff has a right to know.

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, Dave Cotta, at 876-4035.

If you have any questions, please contact Dave Cotta. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm.

NEPN/NSBA Code: JICH

DRUG AND ALCOHOL USE BY STUDENTS

The School Board and staff of the school unit support a safe and healthy learning environment for students which are free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health and well being of students, the School Board endorses a three-pronged approach to address the issue of drug and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law

enforcement authorities for investigation and/or prosecution.

Prevention/Education

The school unit will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

Intervention

The school unit will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

Policy Communication

The school unit shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

Legal Reference: 21 USC § 812 (Controlled Substances Act)

21 CFR Part 1300.11-15

Pub.L.No. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989) 17-A MRSA § 1101

42 USC § 290dd-2

42 CFR § 2.1 et seq.

20-A MRSA §§ 1001(9); 4008

Cross Reference: GBEC – Drug-Free Workplace

JICIA – Weapons, Violence and School Safety

JKD – Suspension of Students

JKE – Expulsion of Students

JLCD – Administering Medication to Students

JRA – Student Records

Adopted: September 14, 1993

Revised: January 14, 1997; June 8, 2004

NEPN/NSBA Code: JICIA

WEAPONS, VIOLENCE AND SCHOOL SAFETY

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

School staff is required to immediately report incidents of prohibited conduct by students to the building principal /supervisor for investigation and appropriate action.

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:

- A. 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 firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nun chucks;
- B. 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, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);
- C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harasses others, which tend to incite violence and/or disrupt the school program;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of the school unit's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) 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 20-A MRSA § 1001(9 and 9-A) 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 this requirement is modified by the Superintendent on a case-by-case basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this 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 and Board Policy JKF.

Psychological Evaluation/Risk Assessment

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school.

The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior.

All such evaluations shall be performed at the school unit's expense.

If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

Legal References: 20 USCA § 8921 (Gun-Free Schools Act of 1994)

5 MRSA § 4681 et seq.

17-A MRSA §§ 2(9); 2(12-A)

20-A MRSA §§ 1001(9); 1001(9-A); 6552

Cross References:

ACAA – Harassment and Sexual Harassment of Students

ADC - Tobacco Use and Possession

EBCA - Crisis Response Plan

JICH - Drug and Alcohol Use by Students

JK - Student Discipline

JKD - Suspension of Students

JKE - Expulsion of Students

JKF - Suspension/Expulsion of Students with Disabilities

JIH – Questioning and Searches of Students

KLK - Relations with Law Enforcement Authorities

Adopted: December 10, 1996

Revised: June 8, 2004

NEPN/NSBA Code: JRA-E

NOTIFICATION OF RIGHTS UNDER 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. They are:

- A. The right to inspect and review the student's education records within 45 days of the day the M.S.A.D. #4 receives a request for access.

Parents or eligible students should submit to the school principal or his/her designee a written request that identifies the record(s) they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask M.S.A.D. #4 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the M.S.A.D. #4 decides not to amend the record as requested by the parent or eligible student, the M.S.A.D. #4 will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- C. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the M.S.A.D. #4 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by M.S.A.D. #4 to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.

Washington, DC 20202-4605

- E. The M.S.A.D. #4 may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information: the student's name, participation in officially recognized activities and sports, weight and height of athletes, and honors and awards received. Such information will not be disclosed if the parent of the student informs the school unit in writing within 10 days of the first student day of the school year or within 10 days after enrollment that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at the following address:
25 Campus Drive – Drop #2
Guilford, Maine 04443
- F. Federal law permits military recruiters and institutions of higher learning to request and receive the names, addresses and telephone numbers of high school students upon request, unless the student's parent or eligible student notifies the school unit that he/she does not want such information released. Such information will not be disclosed if the student's parent or eligible student notifies the school unit, in writing, that such information should not be released without his/her written consent. Any such notice should be sent to:
Superintendent/Principal
25 Campus Drive – Drop #2
Guilford, Maine 04443
- G. Under Maine law, M.S.A.D. #4 shall not publish on the Internet without written parental consent any information whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names.

M.S.A.D. #4 maintains a more extensive policy and procedure concerning education records. This policy and procedure can be obtained by contacting the Superintendent of Schools.

Legal Reference: 20 U.S.C. § 7908
34 C.F.R. § 99.7
20-A M.R.S.A. § 6001

Cross Reference: JRA – Student Educational Records
IJNDC-R – School System Website/Web Pages Administrative Policy

First Reading: June 29, 2004
Adopted: August 10, 2004

NEPN/NSBA Code: JIH

QUESTIONING AND SEARCHES OF STUDENTS

The School Board seeks to maintain a safe and orderly environment in the schools. Principals, assistant principals or transportation supervisor are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

Students may not bring, possess or store at school any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. Principals, assistant principals and transportation supervisor have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by **principals, assistant principals and transportation supervisor**, and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by **principals, assistant principals or transportation supervisor**.

School staff, students and parents shall be informed of this policy on an annual basis through handbooks and/or other means selected by **principals, assistant principals or transportation supervisor**.

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, staff and others as appropriate, any administrative procedures necessary to carry out this policy. Such administrative procedures shall be subject to Board approval.

Cross Reference: JIH-R – Questioning and Searches of Students - Administrative Procedure
JICIA – Weapons, Violence and School Safety
JK – Student Discipline
KLG - Relations with Law Enforcement Authorities

Adopted: December 11, 1990
Revised: June 11, 2004

All S.A.D. #4 policies are available for viewing at the Office of the Superintendent, 25 Campus Drive, Drop 2, Guilford, Maine 04443 and on-line at www.sad4.com.

PISCATAQUIS COMMUNITY HIGH SCHOOL PLEDGE

Student Name _____ Grade Level _____
(Print)

I have read the 2009-2010 PCHS Student Handbook. I understand the expectations of the school in the areas of academics, social responsibility, and parent and faculty involvement. It is therefore my pledge to comply with the rules and ideals set forth in the handbook for the betterment of my education.

Student Signature

Date

Parent Signature

Date