

7 - 12

Student

Handbook

2011 - 2012



Piscataquis Community
Secondary School

Guilford, ME

207-876-4625
www.sad4.com

Piscataquis Community Secondary School 2011 - 2012

Principal's Message

Dear Students and Parents:

This handbook provides specific information about our school's activities and policies. We urge all parents, students and staff to become familiar with this material and refer to it whenever questions arise. Of even more importance, we ask all parents, students and staff to endorse our core values of Fairness, Compassion, Honesty, Responsibility, Respect and Courtesy. By embracing these values and allowing them to guide our actions we believe each of us can attain the greatest possible success in our education, in our service to the community, and in our personal lives.

At Piscataquis Community Secondary School we expect the best and we achieve the best. At PCSS this is what you see:

- **High academic standards and high academic achievement**
- **Courtesy and respect for all students and staff members**
- **Commitment to personal excellence**
- **Adherence to the rules & procedures of the classroom, teams & clubs**
- **On time attendance to every class, every day**
- **Dedicated involvement in co-curricular activities and sports**
- **Service to the community outside of school**
- **A drug free, alcohol free and tobacco free campus**
- **A school free of harassment, bullying and teasing**
- **A school where every student feels safe**

Sincerely,

Kevin Harrington

**Kevin Harrington
Principal**

The material covered within this student handbook is intended to convey general information, rules and procedures to students and parents. It is not intended to either enlarge or diminish School Board policy, administrative regulation or negotiated agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice and may also be superseded by Board policy, administrative regulation or negotiated agreement.

Piscataquis Community Secondary School

Values

Fairness

Individuals who display **FAIRNESS** conform to the rules and are without bias. *

Compassion

Individuals who are **COMPASSIONATE** show a feeling or emotion, when a person is moved by the suffering or distress of another, and by the desire to relieve it. *

Honesty

Individuals who display **HONESTY** are free of deception, truthful, genuine, marked with integrity, honorable and sincere. *

Responsibility

Individuals who display **RESPONSIBILITY** are answerable, accountable (to another for something), capable of fulfilling an obligation or trust; are reliable, trustworthy. *

Respect

Individuals who display **RESPECT** show a deferential regard or esteem felt towards a person or thing. *

Courtesy

Individuals who display **COURTESY** are civil, polite and marked by respect for others. *

* Source of Definitions: Oxford English Dictionary

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SAD #4 District Policies
Report of Cheating Incident
PCSS 7 -12 Conduct Procedures
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2011/2012 Detention Schedule

Introduction To PCSS 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 Improvement - Students are recognized for improvement in academic performance on a regular basis.

Accidents Or Injuries - Students should report all accidents or injuries immediately to the teacher in charge or to the office. An accident report form **must** be completed and submitted to the nurse as soon as possible.

Activities - PCSS operates a wide range of co-curricular activities, from music to athletics to student leadership, which 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 and will 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.
- District policies will be adhered to at all times.

Advanced Placement Courses (9-12) - PCSS offers several Advanced Placement Course (AP) that are approved by the College Board. Students who take AP 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.

Animals In School - Animals should **not** be brought to school without permission from the principal. Permission will be granted only in unusual circumstances. Treatment of animals in school must, also, adhere to state regulations and board policy.

Announcements - Announcements will be read at the start and end of the school day. Students are responsible for information contained in announcements and in written communications to get home.

Assemblies - A variety of assemblies held each year provide informational, educational, cultural enrichment and entertainment programs. Consistent with PCSS expectations, courtesy and respect will be given to all presenters and participants. Assemblies bolster the academic activities of the school and **attendance is required.**

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

9 - 12 Offerings:

Fall: Field Hockey, Soccer
Winter: Boys/Girls Varsity Basketball, JV Basketball, Wrestling (co-ed)
Spring: Baseball, Softball, Track

7 - 8 Offerings:

Fall: Soccer, Field Hockey
Winter: Basketball, Wrestling (co-ed)
Spring: Baseball, Softball, Track

All participants are required to abide by the provisions outlined in the Athletic Handbook (7-12). For more information please contact Mr. Gaw, Athletic Director.

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 PCSS 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 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.

Students who are absent from school on the day of an after school athletic event, concert, dance, or special event are ineligible to attend these events. Exceptions to this rule must be cleared through the principal. Students with unexcused absences will be required to make up work through the District 2 week rework procedure and receive a zero in the Guiding Principles section. The Principal may assign make-up time after school. If unexcused absences become a pattern, disciplinary action may occur which may result in referral to the Superintendent and School Board.

A student is considered habitually truant if: 10 full days of unexcused absences or **7** consecutive school days of unexcused absences during a school year.

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 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 which has been **APPROVED IN ADVANCE** by the Principal.

Attendance Policy & Course Credit (9-12)

1. When a student has accumulated more than 5 unexcused absences in a semester class or more than 10 unexcused absences in a full year course, that student may not receive credit for the course.
2. If a student arrives late to school unexcused or leaves early unexcused, 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.

* **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 - All basic textbooks are loaned to students for their use during the school year. 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 Transportation - School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any request to ride a bus or a different bus must be requested in writing * by the parent/guardian and submitted to the office. A bus pass will be completed for the student to pick up at the end of the day. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus will be expected to comply with the bus rules and the requests of the driver. Regular bus students are encouraged to notify the school when students are not riding the bus.

S.A.D.#4 uses video surveillance cameras on the school busses in an effort to assure the safety of students and staff. Procedural inquiries on the use of cameras should be directed to Dave Cotta, the director of transportation, at 876-4035.

Students scheduled for after school activities are responsible with parents for making their own transportation arrangements. If an activity requires the student to ride a different bus than usual, a bus pass should be issued. A note from the parent is necessary for a bus pass. Students attending regular scheduled activities should have signed permission slips before attending. This applies to Chess Club, Art Club, etc.

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

Cell Phones - Student use of cell phones and other electronic communication devices are prohibited during school hours. Students who have a need of these devices for after school activities should turn them in to the office prior to the start of the school day and pick them up at dismissal.

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 (Attachment - 7-12 Conduct Procedures and Cheating Incident Report).

Class Dues (9-12) - 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 (9-12) - PCSS 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. Students who violate this policy will be subject to disciplinary action.

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

AFS/PAX	Band	Chess Club
Chorus	Civil Rights Team	Drama
Envirothon	Key Club	Math Team
Nat. Honor Soc.	Student Council	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/Technology - Students at PCSS are given the opportunity to utilize modern technology. They are expected to provide proper care for all school equipment. Any damage to equipment through student negligence may result in cost of repair, labor or replacement by the student. Willful destruction or damage to equipment by a student will result in restitution and legal consequences. Use of the technology is a privilege and students are expected to display proper restraint in its use. Inappropriate use of e-mail, Internet, individual computers or computer systems will result in loss of privileges and possible suspension.

PowerSchool Access is available to parents to assist them in keeping informed of their child's performance in school. Teachers will keep grades updated weekly. Please remember that grades are constantly changing and are not official records until the end of the semester. Parent user IDs and passwords may be obtained from the school office. If you have any concerns or questions about this

please contact the PCSS office. If you do not have Internet access, you may go to the Sangerville or Guilford Library to use their computers. Students and parents are required to sign an acceptable use policy to use the school's technology.

Course Load (9-12) - 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 (9-12) - School sponsored dances/socials are held several times a year. The dances are for PCSS 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 PCSS 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. 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.

Dances/Socials (7-8) - Age appropriate social events are offered at PCSS throughout the school year. These events may consist of dances, open gym, fun nights and other activities. All rules and procedures that are in effect during normal school hours are also in effect for all school activities.

- Socials are for PCSS students only
- Written permission must be given for late arrivals or early dismissals
- All socials will be adequately chaperoned by PCSS staff and parent volunteers
- All parents are welcome to attend

Discipline - Each member of PCSS community, students, teachers, administrators, and staff share responsibility for making PCSS a healthy, safe, pleasant, and productive place to learn and work. Students will be held responsible for exhibiting behavior that maintains these principles. Students who choose not to maintain this standard of behavior will receive appropriate consequences (Attachment - Conduct Procedures).

Dissection (9-12) - 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. **Hats will be placed in lockers upon entering the building.**

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 Arrivals - Students will enter the building at the front doors. Students should arrive at school no earlier than 7:30 a.m.

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.

E-Mail - All staff members may be contacted by e-mail by using staff members first initial, last name, @sad4.com. Example: kharrington@sad4.com

Emergency Cards - All parents need to fill out emergency cards. Students can be released to those people on the card in case of emergency. These are contacts to be made when parents cannot be reached and at the discretion of the Principal/Designee.

Emergency Procedure - In the case of a fire - **EVACUATE**.

Field Trips - Field trips may be scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the area. Parents will receive information regarding the field trip in advance of the scheduled trip. Sometimes a small amount of money may be requested from each student to help defray costs. Parents may be asked to help chaperone these outings. A field trip is considered to be an extension of the classroom therefore are subject to the same attendance and behavior standards.

Final Exams (9-12) - It is expected that all students will take final exams unless excused by the teacher and Principal.

Fire Drills - Fire drills will be held at least 8 times per year. You should become familiar with the posted plan of exit for your classrooms. Upon exiting the building during a fire drill, follow the direction of your teacher and get well back from the building.

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

Grading Criteria (7 - 12) - The grading practices at PCSS 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.

Student progress can be found at any time using our on-line grading software (<http://powerschool.sad4.com>). Guiding Principles will be reported separately on each report card.

ACADEMIC SUBJECTS

0.0 to 1.6	not meeting standards *
1.6 to 2.5	partially meets the standards
2.5 to 3.2	Meets the standards
3.2 to 4.00	Exceeds the standards

* Grade below 1.6 means no credits for course

Guiding Principles (7 - 12) - 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
* Accepts responsibility for Personal role in group work	* Displays Responsible Behavior	4 = Always
* Adapts behavior to group/task	* Comes to class prepared	3 = Usually
* Assists others in reaching goals	* Attends class and arrives to class on time	2 = Sometimes
* Expresses ideas clearly in a variety of ways	* Completes neat, organized class work and homework on time	1 = Seldom
* Supports opinions and ideas of others	* Follows directions	0 = Not turned in
* Listens effectively	* Asks for help when needed	NS = Not Scored
* Participates in class discussions/activities	* Exhibits self control	NE = No Evidence

Grade Weighting -

1. All AP courses are weighted 0.08
2. All accelerated courses are weighted 0.05
3. Anatomy & Physiology is weighted 0.05
4. Honors Chemistry is weighted 0.05
5. Pre-AP courses are weighted 0.05

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.)

Guidance & Counseling Services - Guidance is integrated throughout the PCSS educational program to provide a smooth and healthy transition. The school counselor advises, consults, and counsels students, teachers, and parents to facilitate effective learning, and provides services for all PCSS students and parents. These services may include learning and study techniques, problem solving skills, decision-making processes, communication skills, peer and adult relations, stress management, parent education, referral to community services, scheduling and college applications. Parent appointments are available during the school day or evenings.

Gum/Candy (7-8) - Students are **NOT** allowed to chew gum or eat candy in the building or on the school grounds.

Gym - No one is to be running on the gym floor unless he/she is wearing sneakers. There will be **NO** food or soda in the gym without permission from the principal and/or the PE teacher.

Harassment/Bullying - The school recognizes the right of each student to a learning atmosphere, which is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere students are not to engage in harassment/bullying of any other person. Acts of harassment/bullying based upon race, color, sex, religion, age national origin, or disability are not only a violation of this policy but also constitute illegal discrimination under state and federal laws. All reported instances of harassment/bullying will be investigated and appropriate consequences delegated (Policy - NEPN/NSBA Code: ACAA-R).

Examples of prohibited harassment/bullying:

- ❖ Unwelcome sexual advances, gestures, comments, or contact
- ❖ Threats
- ❖ Offensive jokes
- ❖ Ridicule, slurs, derogatory actions or remarks
- ❖ Basing academic decisions affecting students on practices of submission to harassment/bullying.
- ❖ Deliberate exclusion, isolation, or shunning with the purpose to humiliate or embarrass.

Students should also be advised of the importance of informing the harasser/bully that his/her behavior is unwelcome, offensive, in poor taste, or inappropriate. Students who believe that they are victims of harassment/bullying should report such occurrences to a teachers, counselor, administrator or parent/guardian.

Homework - Homework is an essential component of effective learning. Assigned homework is expected to be completed and passed in on time.

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 @ 2:45 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 detention will receive a second detention. Students who skip the second detention will be suspended and be required to make up the previous detentions.

Honor Roll (9-12) - Students may earn honors by earning a minimum cumulative average of 3.0 or earn a minimum of 2.9 in each course. Students may earn high honors by earning a cumulative average of 3.6 or earn a minimum of 3.4 in each course. Students must be enrolled in a minimum of 5 in-school courses to qualify for honors or high honors.

Insurance - School insurance is optional. The school offers information regarding benefits and cost as a service to students and parents. PCSS does not sell insurance or act as an agent. All students participating in athletics must be covered by accident insurance or signed waiver. They may buy the school insurance or show evidence of having some other insurance. Refer to PCSS Athletic Handbook.

Intervention - PCSS 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. Intervention will include Academic assistance as needed.

Items Not Appropriate For School - Decorative Chains or other articles of adornment that has the potential to be dangerous will not be worn in school. All electronic items that are not directly related to school such as: mp3 players, walkman's, cell phones, portable C.D. players, pagers, tape recorders,

telephones, hand held games, camera, laser pointers, etc. should not be in use during the school day, and will be discouraged from being brought to school. Any items considered dangerous will be confiscated and parents may be asked to come to school to pick them up. Some electronic items may be allowed on certain bus rides with permission of the bus driver and/or principal. Cameras may be allowed for special occasions and/or events with permission of the teacher(s)/or principal. Games, toys, cards, trading cards or other items may be prohibited from school if they are found to cause a disruption in class or in the orderly function of the school.

Jr. National Honor Society (7-8) - 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.

Library/Learning Center/Academic Support - The primary purpose of the library/learning center is to obtain books/materials and engage in research. NO computer games are permitted. Students wishing to access the library must obtain a library pass from a classroom teacher at-least one day prior to entering the library.

Staff may sign-up in advance to bring their class to the library based on space availability.

Lockers - Lockers should be kept in a neat and clean condition. 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 are the property of the school and may be searched at any time by school officials.

Lost And Found - All lost and found items are to be turned in at the office. If a student loses an item, he/she should check with the office. It is a good idea to clearly mark items with the owner's name so that they can be returned without delay. Students are encouraged not to bring valuable items or large amounts of money to school.

Lunch and Breakfast Program - PCSS offers a nutritionally balanced breakfast and 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>.

Lunch payments are to be made in the office:

Price for lunch is as follows:

Full Paid: \$1.75 a day -\$8.75 a week

Reduced: \$0.40 a day -\$2.00 a week

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.

Medication - If it becomes necessary for a student to take any form of medication at school, a signed note from a parent/guardian 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 (9-12) - 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.

Open Containers (7-8) - Previously opened containers of sodas, coffee, juices, or other liquids are not to be brought into the school. Special circumstances are to be cleared through the principal. Unopened liquids may be consumed at lunchtime or other times designated by teachers.

Parent Organization - Parent Organization for the purpose of adding a resource to our school community between home and school. The group meets at 6:00 pm just before regular school board meetings at the school board meeting location (second Tuesday of every month).

Parent/Guardian Teacher Conferences - Parents are welcomed and encouraged to come to school to discuss their student's progress with the student's teachers. Appointments may be made during school hours by calling 876-4625. After hours appointment requests may be made through accessing teacher voice mail or E-mail.

Physical Education - Physical education is offered for all students. Students are expected to participate unless a note from a doctor advises otherwise. Students are expected to change into appropriate clothing and footwear as required by the teacher. Footwear should be of the type that does not deface the gym floor.

Playground (7-8) - Playground activity will consist of activities that are deemed appropriate by the supervising teacher(s) and/or the principal. Bats, hockey sticks and other equipment that could cause injury are prohibited unless authorized by the supervising teacher and/or the principal. The throwing of rocks, snowballs, or other potentially injurious objects is prohibited, and subject to disciplinary action.

Promotion Policy (9-12) -The promotion of students at PCSS 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 not gaining enough credits to graduate in a timely manner may be enrolled in the Learning-4-Life program; the district's alternative education program or another appropriate option.

Promotion Procedure (7-8) - A committee, comprised of the teachers at the student's level, the school counselor and the principal, will review each student's progress regularly throughout the school year.

The review will focus on the following areas:

- A Maturity
 - a Social
 - b Emotional
 - c Intellectual
- B Specific skills (Is the student at grade level for the particular group in which he/she is placed?)
- C Concept development (Is it at grade level for that particular group in which the student is placed?)
- D Effort (Is the student giving the maximum effort)

If the student is deficient in any or all of the above areas, the parent(s) will be invited to participate in a discussion of methods of remediation for their child.

As soon as a student's strengths and deficiencies are recognized, that student will receive remedial help or a plan to utilize his/her strengths and address the deficiencies. The plan may take the form of organizational training, behavior management (at home and/or at school), after school help, regular home-school consultation or any other program developed by and agreed upon by the committee and parents.

Following the final yearly review, a student who is receiving less than 1.6 in regular grade book assessment or is determined deficient in meeting academic standards for any subject, will be referred to the promotion committee for consideration for retention. The Principal will review each student's situation with the committee and render a decision. If a student is promoted to the next grade a requirement of summer work and other mediation may be determined by the principal.

A student who fails or is deficient in meeting academic standards for two or more subjects will be retained unless meeting a higher standard in an approved summer school program. This will take the form of tutoring, with a minimum of 45 hours per failed course, by a certified teacher or other type of program approved by the principal. The cost of summer school or tutoring will be the parent's (s') responsibility unless provided by the school. Completion and acceptance of the summer work or other programs will be reviewed by the subject matter teacher and the principal before promotion occurs. The principal has final determination in all promotion cases.

Technology, Computer, Physical Education, Health, Art, and Music will be counted as half subjects for promotion purposes. If a student fails two of these it will count as one academic course.

Students who are retained and their parents will meet with the teaching team, school counselor and the principal to determine and or modify the student's schedule.

Students retained for the 2nd or 3rd time will be referred to the principal for recommendations for modifications or an alternative program.

Public Displays of Affection - The school does not allow public displays of affection beyond holding hands such as kissing, hugging, inappropriate touching.

Rework Period (7-8) - This is a 2-week period of time after students have received feedback on their work for the students to improve their grade. Teachers can (at their discretion) extend this 2-week period. For some assignments, such as class work or homework, the rework period may start directly after the assignment's due date. For other assignments, such as a major research paper, the rework period will start when the teacher hands back the graded assignment. Students who missed the academic completion date for completing work under the rework period shall receive only the academic part of the grade; the guiding principles grade shall be a 1.

Schedule Changes (9-12) - 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.

School Cancellation -

No School Announcements Are As Follows:

District All Call

Radio: WDME- Dover Foxcroft - 6:00 -8:00 a.m.

WQCB - Brewer-6:00 -8:00 a.m.

Television WABI-Channel 5, WLBZ-Channel 2, WVII-Channel 7

School Colors And School Mascot (7-12) - The PCSS mascot is a Pirate and the school colors are blue and gold. You are encouraged to identify with these symbols as a representation of our school pride and spirit.

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.S.
F-I-G-H-T, F-I-G-H-T, F-I-G-H-T
FIGHT, FIGHT, FIGHT

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 2.9 in all classes, including the separate 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.

Snowmobiles/Dirt Bikes/ATV's - Procedures have been established to cover the use of recreational vehicles on school property. Students, fourteen years old or older, may pick up a permission slip from the office. A signed slip must be received in the office and approved by the principal prior to bringing these vehicles on school grounds. This privilege is at the discretion of the school principal.

Student Classroom Parties (7-8) - Party plans are under the control of the school and must have the approval of the homeroom teacher and the principal. Birthday parties for students are not permitted at school. Invitations to private parties are to be mailed rather than passed out at school.

Student LED Conferences (7-8) - PCSS will be holding student led parent conferences. By communicating with his/her parents the progress that he/she has made in each subject by using portfolios, the student becomes a more active participant in his/her learning and accepts greater responsibility for the results. It is **strongly** encouraged for parents to attend these conferences.

Student Conferences (9-12) - PCSS will hold conferences. A date will be chosen after the first report card and parents will have an opportunity to make an appointment.

Student Vehicles (9-12) - 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. 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.

Students Who Are Moving Away - If you are planning to leave, please let the office know as soon as possible. Return all text and library books, settle lunch payments and fines, and clean out your locker/s before you leave.

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.

Substitute Teachers - Students will periodically be taught by a substitute teacher. Students are expected to be courteous, cooperative, and helpful to substitute teachers.

Sustained Silent Reading - Sustained silent reading assists in developing lifelong readers.

- Most school reading is assigned reading. SSR offers students an opportunity to read material of their own choice, provided it is school appropriate. SSR will be unannounced daily.

Tardiness - If you arrive late for school, report to the office for a late pass. If you arrive late to class, your teacher may require that you make up the time. If you have been detained in the office, or by a teacher, ask for a pass from the person who detained you before going to your next class. Repeated tardiness will result in a review by the principal or his designee and may result in some type of discipline. Students who arrive late to school must sign in and obtain a pass from the office.

Telephone - Use of any telephone by students is limited to emergency calls and school business calls only. Social calls will **not** be permitted. **ALL** phones will be off during school hours and placed in a locker.

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 for 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. All visitors to the school must register in the office and obtain a visitor's pass.

Yearbooks - Yearbooks are offered for sale in the spring of the school year. Price and ordering information will be provided in advance.

SPECIAL NOTE - Should any policy or procedure outlined in this handbook conflict with MSAD#4 school committee policy, the school committee policy will prevail.

Updates may occur to the 7 - 12 Handbook throughout the school year. Please refer to the PCSS web page for the most current update.

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

NEPN/NSBA Code: JRA

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 JFK.

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
KLG - 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 SECONDARY SCHOOL
9 CAMPUS DRIVE
GUILFORD, MAINE 04443**

REPORT OF CHEATING INCIDENT

STUDENT: _____ DATE OF INCIDENT: _____

SUBJECT: _____ PERIOD: _____

TEACHER: _____ DATE OF REPORT: _____

ACADEMIC CHEATING AND PLAGIARISM

Academic honesty is required at all times. Dishonesty in any form, including cheating, copying, giving answers, plagiarism (taking credit for the work of others), copyright violations, false authorship, and theft or pre-examination of tests, is forbidden.

VIOLATIONS AND PENALTIES CIRCLED BELOW:

1. Stealing test(s) from a teacher.
2. Obtaining information relating to tests from others.
3. Using "crib" or "cheat" notes or writing notes on clothing, desk, body, etc.
4. Looking on another student's test.
5. Whispering answers to another student.
6. Asking another student for answers.
7. Hanging around teacher's desk hoping to view answers on tests already turned in.
8. Copying another student's homework.
9. Letting another student copy your homework.
10. Passing in homework late so as to get answers when given in class.
11. Copying material from a reference and claiming it as an original.
12. Submitting a paper written by someone else.
13. Forcing someone to do your work.
14. Any other means of gaining credit in a fraudulent manner (texting).

Penalties for violating policy:

1. First offense – Letter/call to parents by teacher. A 45-minute detention. Zero on work involved. Misconduct report filed with principal. Notification of incident to all staff (i.e. text message).
2. Second offense – Letter/call to parents by principal. A three-day suspension. Zero on work involved. Misconduct report filed with principal. Notification of incident to all staff (i.e. text message).
3. Third offense – Letter/call to parents by principal. A five-day suspension. Zero on work involved. Misconduct report filed with principal. Notification of incident to all staff (i.e. text message).

SIGNATURES:

Student _____ Teacher _____

Parent/guardian _____ Principal _____

THIS REPORT IS TO BE RETURNED TO ISSUING TEACHER

PCSS 7 - 12



Conduct Procedures

MSAD #4

VISION

Our schools strive to educate 21st century citizens who will be lifelong learners and responsible contributors to society through cooperation with family and community.

MISSION

SAD 4 schools prepare students for the future by providing a challenging education that builds academic competence, develops responsible, productive citizens, encourages creativity, promotes lifelong learning, and advances critical thinking and technological skills. Our schools reflect a commitment to personal well-being, and foster respect for self and others.

GUIDING PRINCIPLES

MSAD #4 students will be:

- Ethical and Responsible Decision-Makers who act with integrity, are respectful of others, show compassion for all, have a cooperative spirit, and assume responsibility for their decisions and their actions.
- Self-Directed Learners and Life-Long Learners, who create a vision for their future, set priorities and goals, create options, take responsibility for pursuing their goals, and monitor and evaluate their progress in obtaining them.
- Quality Producers who create intellectual, artistic, practical, and physical products which reflect originality, high quality, and use of advanced technology.
- Adaptable Problem Solvers who identify, assess, and resolve the problems and challenges that confront them in a rapidly changing political, economical, and socially complex world.
- Collaborative Workers who use effective leadership and group skills to develop and manage interpersonal relationships within organizationally and culturally diverse settings.
- Involved Citizens who take the initiative to contribute their time, energies, and talents to improve the wellbeing of themselves and others and the quality of life in their local and global environments.
- Effective and Knowledgeable Communicators who use oral, written, visual, and technological communications: who read, listen to and interpret messages from multiple sources and who use English and at least one other language.
- Integrative and Informed Thinkers who apply knowledge and skills in the nine curricula content areas of the Maine Learning Results and understand the relationships that exist among them.

STUDENT CODE OF CONDUCT

MSAD #4 is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference. It is the intention of MSAD #4 to create an environment in which students may develop into ethical, responsible, and involved citizens.

To achieve this goal, MSAD #4 have established a set of expectations for student conduct. These expectations are based on the values identified by the community as essential to ethical and responsible behavior:

Fairness
Compassion
Honesty
Responsibility
Respect
Courtesy

In addition, our standards and expectations are designed to support students in the development of behaviors which meet core values as delineated by the State of Maine:

Honesty
Respect
Responsibility
Compassion
Fairness
Courage

These values are consistent with the requirements of 20-A MRSA 1001 (15) (adoption of Student Code of Conduct).

The board believes that each member of the school community should take responsibility for his/her own behavior. The board recognizes the need to define unacceptable student conduct, identify the consequences for same, and ensure that discipline is administered fairly, promptly, and appropriately.

MSAD #4 has adopted this Student Code of Conduct (Policy JIC) consistent with the requirements of 20-A MRSA 1001 (15) having considered the input of administrators, parents, students, and the community. The Code and disciplinary consequences have been designed to incorporate the vision statement, guiding principles, and values defined by MSAD #4. Expectations for student behavior are also clearly communicated to students, staff, and parents through the Student Handbook as well as direct communication with parents.

The “Code” applies to all students on school property, attending a school-sponsored activity, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school.

The board authorizes the Superintendent/administrator to modify the consequences, or to make recommendations to the board concerning the modification of consequences, in instances where there are mitigating circumstances or in which the prescribed consequence would lead to an unreasonable or manifestly unjust result. Such a practice will allow consideration of the developmental level of the student and the nature of the infraction to reduce the potential for harm that a pure “zero tolerance” approach to discipline may cause.

COMMON CORE VALUE DEFINITIONS

MSAD #4 is committed to the values of *fairness, compassion, honesty, responsibility, respect* and *courtesy*. Individuals who exhibit these values behave in a manner that contributes to a positive, diverse, safe, and caring learning environment. MSAD #4 is committed to providing leadership to promote ethical and responsible behavior.

Individuals who display **FAIRNESS** conform to the rules and are without bias. *

Individuals who are **COMPASSIONATE** show a feeling or emotion, when a person is moved by the suffering or distress of another, and by the desire to relieve it. *

Individuals who display **HONESTY** are free of deception, truthful, genuine, marked with integrity, honorable and sincere. *

Individuals who display **RESPONSIBILITY** are answerable, accountable (to another for something), capable of fulfilling an obligation or trust; are reliable, trustworthy. *

Individuals who display **RESPECT** show a deferential regard or esteem felt towards a person or thing. *

Individuals who display **COURTESY** are civil, polite and marked by respect for others. *

* Source of Definitions: Oxford English Dictionary

STUDENT DISCIPLINE

Student discipline involves instruction and correction for the purpose of improving the character of an individual. Student discipline will be administered in order to develop and promote the core values which guide us. Effective discipline involves an approach which utilizes a combination of supports and controls (limits) in order to instruct and correct students.

The Disciplinary Continuum presents the range of responses available to teachers and administrators. The Infractions chart provides the school community with clear terms and definitions of behaviors which are in violation of our core values. All behavior at MSAD #4 must be consistent with our core values.

* **FAIRNESS**

* **COMPASSION**

* **HONESTY** *

* **RESPONSIBILITY**

* **RESPECT** *

* **COURTESY** *

MSAD #4 Disciplinary Continuum				
Response Options				
	Level 1	Level 2	Level 3	Level 4
SUPPORTS	Teacher/Student/Admin Conferencing	Alternative Class Placement	Alternative School Placement	Parent/Student/Admin Superintendent Conference
	Teacher/Parent/Admin Conferencing	Ex. Ed. Referral	Ex. Ed. Contact	
	Mediation	SAT Referral	DHS Contact	
	Behavioral Contract	Reintegration Conference	Reintegration Conference	
	Behavioral Plan			
CONTROLS	Verbal Warning	Admin Detention	Law Enforcement	10 Day Suspension with recommendation for a hearing for Expulsion From school
	Verbal Reprimand	Suspension 1-5 Days - Out of School	Suspension 6-10 days	
	Written Warning	Restitution	Parent Contact	
	Written Reprimand	Community service		
	Reminder		Suspension from a program or activity	Removal from a program or an activity
	Time Out	Parental Contact		
	Time Out of Class	Loss of Privileges		
	Loss of Privileges	Law Enforcement Contact		
	Teacher Detention			
	Admin Detention			
	Parental Contact			
	Restitution			
	In House Suspension			

There are four levels of Response Options available.

These levels are progressive and inclusive based on the frequency and severity of the behavior.

The range of consequences listed above should apply in most circumstances.

In unusual or extreme cases, this range may not be appropriate.

Law enforcement will be involved where appropriate.

**Conduct Procedures for MSAD #4
Infraction and Range of Consequences**

Offense	Core Values	Definition	Disciplinary Action	
			Min	Max
Absence - Unlawful	Responsibility	An absence for a day or any portion of a day for any reason other than those cited as excused and/or failure to bring a note written by a parent/guardian to verify an excused absence.	1	2
Alcohol Violation	Respect Responsibility	Possession or use of any alcoholic substance; including possession with intent to sell, give, deliver, or distribute.	2	4
Arson/Fire	Respect Responsibility	Attempting to, aiding in, or setting fire to a building or other property.	2	4
Athletic Code Violation	Honesty Responsibility Respect	Any violation of the Athletic Code such as smoking, chewing tobacco, drinking alcoholic beverages, or the illegal use, transportation or possession of alcohol, drugs, drug paraphernalia or look alike substance by athletes.	1	4
Bus Misbehavior	Responsibility Courtesy	Any violation of school system policy, or bus driver rules, or policy occurring on a school bus.	1	2
Cheating/Academic Dishonesty	Honesty Responsibility	Copying, plagiarizing, altering records, or assisting another in such actions.	1	2
Computer/Electronic Communication Misuse	Honesty Responsibility Cooperation	Any unauthorized use of computers, software, or internet/intranet account to access internet/intranet accessing inappropriate websites, misuse of a website, internet/intranet account or internet/intranet resource and cell phones.	1	4
Cutting Class	Responsibility Honesty	Unexcused absence from a class or school activity.	1	2
Dangerous Weapon Use/Threaten	Responsibility Respect Compassion	Use of a dangerous weapon to cause injury or threaten to cause injury. Use of a dangerous weapon means the use of a firearm or other weapon, device, instrument, material or substance, whether animate or inanimate, which, in the manner it is used or threatened to be used is capable of producing death or serious bodily injury.	4	4
Defamation	Respect Compassion	False or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.	2	4
Destruction of Property/Vandalism	Respect Responsibility	Damage, destruction, or defacement of property belonging to the school or others.	1	4
Discrimination	Respect Compassion	Use of race, color, creed, nation origin, religion, physical or mental disability, age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.	1	4

Disrespect Toward	Respect	Inappropriate comments or physical gestures to	1	4
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Adults	Compassion Courtesy	teachers, staff members, or other adults in the school community.		
Disrespect Toward Students	Respect Compassion Courtesy	Inappropriate comments or physical gestures to other students.	1	2
Disruption, class	Respect Responsibility	Behavior that interferes with the learning of others in any learning environment.	1	2
Disruption, inciting and/or participating	Respect Responsibility	Behavior disturbing the atmosphere or order.	1	2
Disruption, school	Responsibility	Behavior that interferes with the safe and orderly environment of the school or school activity.	1	3
Dress Code Violation	Responsibility Respect	Dress and/or appearance that creates a disruptive influence on the learning atmosphere, affects the health and safety of self and others, or that could damage school property.	1	2
Drug Violation	Responsibility Respect	Possession or use of (including possession with the intent to sell, give, deliver, or distribute) any inhalants or other intoxicants, controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alikes, and substances represented as controlled dangerous substances, or drug paraphernalia.	2	4
Extortion Strong-arming Blackmail	Honesty Respect	The process of obtaining property from another, with or without that person's consent, by wrongful use of force, fear, or threat.	2	4
Failure To Participate In Class	Responsibility	Repeated refusal to participate in class; failure to bring books, writing utensils; refusal to dress for P. E. classes; refusal to do what is expected from all students in the class.	1	2
Failure to Serve Assigned Consequences	Responsibility	Failure to serve detention, Homework, Saturday school detention, or other assigned consequences.	1	3
False Alarm/Bomb Threats	Respect Responsibility	Initiating a report warning of fire or other catastrophe without valid cause, misuses of 911, or discharging a fire extinguisher.	2	4
Fighting	Respect Compassion	A hostile confrontation with physical contact involving two or more students.	1	4
Firearm Possession	Responsibility Respect Compassion	Possession of a Firearm which means: 1) Any weapon which will or is designed or may be readily converted to expel a projectile by the action of an explosive; 2) The frame or receiver of any such weapon; 3) Any firearm muffler or firearm silencer; or	4	4

Firearm Possession continued		4) Any destructive device (bomb, grenade, rocket with propellant charge of more than 5 ounces,		
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		missile with more than 1/4 ounce of explosive charge, mine or similar device.		
Fireworks or Explosives	Respect Responsibility	Possession, use, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances, or combination of substances or articles.	2	4
Forgery	Honesty	To use, make, or reproduce another's signature for deceptive purposes.	1	2
Gambling	Honesty	Wagering money or property.	1	3
Harassment	Respect Compassion	A sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.	2	4
Hazing	Respect Compassion	Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club, or team.	2	4
Indecent Exposure	Respect Responsibility	Exposure to sight of the private parts of the body in a lewd or indecent manner.	2	4
Insubordination	Respect Compassion	Refusing to follow reasonable directions of teachers, staff, administration, including failure to identify self.	1	4
Intimidation	Respect Compassion	Engaging in actions or statements that put an individual in fear of bodily harm.	1	2
Leaving School Grounds Without Permission	Responsibility	Leaving school grounds during regular school hours without written or verbal permission from parent/guardian or someone listed on the emergency procedure card.	1	3
Lying/Dishonesty	Honesty	Use of words or actions to mislead and/or deceive.	1	2
Motor Vehicle Misuse	Responsibility	Driving erratically or unsafely; parking illegally on school property.	1	4
Physical Attack on Staff	Respect Compassion Courtesy	Aggressive action with physical contact directed at school staff while on school grounds or at a school-sponsored event, including a situation where a staff member is intervening in a fight or another disruptive activity.	2	4
Physical Attack on Students or Others	Respect Compassion Courtesy	Aggressive action, with physical contact. Directed at another person, student, or non-student on school grounds or at a school-sponsored event.	1	4
Profanity	Respect	Using vulgar or abusive language, cursing, or swearing.	1	2
Public Display of Affection	Respect	Public displays of affection beyond holding hands such as kissing, hugging, inappropriate touching.	1	2
Refusal to Obey School Rules	Responsibility	Failure to comply with school rules, regulations, policies, and/or procedures.	1	3

Sexual Activity	Respect Responsibility	Behavior of a sexual nature including consensual sexual activity; possession of pornographic materials.	1	4
Sexual Harassment	Respect Compassion	Unwanted and inappropriate verbal, written, or physical conduct of a sexual nature directed toward others.	2	4
Stalking	Respect Compassion	A malicious course of conduct that includes approaching or pursuing another person with the intent to place that person in reasonable fear of serious bodily injury or death; or that a third person will likely suffer serious bodily injury or death.	2	4
Tardiness	Responsibility	Lateness to school or class	1	2
Teasing	Respect Compassion Fairness	Use of words, sounds or gestures to taunt, ridicule, mock, needle, make fun of, heckle, mimic, torment, provoke, annoy, irritate, or aggravate another.	1	2
Theft	Honesty Respect	Taking or obtaining property of another without permission or knowledge of the owner.	1	4
Threat to Staff, Physical or Verbal	Respect Compassion	Expression, conveyed by word or action, of intent to do physical harm to a staff member.	1	4
Threat to Student, Physical or Verbal	Respect Compassion	Expression, conveyed by word or action, of intent to do physical harm to another student.	1	2
Tobacco Use/ Possession	Respect Responsibility	Possession or use of any tobacco or tobacco products, including possession with the intent to sell, give, deliver, or distribute.	2	4
Trespassing	Respect Responsibility	Unauthorized presence on school property including while on a restrictive trespass, suspension, or expulsion,	2	4
Truancy	Responsibility	Unexcused absence without parental knowledge.	1	2
Uncooperative Behavior	Respect Responsibility	Intentional failure to follow reasonable directions of a staff member	1	2
Unsportsmanship Like Behavior	Integrity Respect Responsibility Fairness	Behavior during an athletic or extracurricular event such as: using vulgar or obscene language or gestures; possessing or being under the influence of any alcoholic beverage or illegal substance; possessing a weapon; fighting or otherwise striking, injuring, or threatening another person; engaging in any activity that is illegal, disruptive, or may result in criminal charges.	1	4
Weapon Possession	Responsibility	Possession of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person including BB guns, pellet guns, any other type of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars, nunchucks.	1	4

DETENTION NOTICE Piscataquis Community Secondary School 9 Campus Drive Guilford, Maine 04443 207-876-4625	Student		Grade
	Date of Incident		Location
	Time		Staff Member

Detention has been assigned:	T	TH	_____	_____	_____
	Days of the Week	Date(s)	Staff Member	Room #	

Reason(s) for Detention (Refer to Student Code of Conduct): _____

Staff Member Check List:

Parent/Guardian Contacted on _____

Student Notified of Detention, Date, and Location

Staff Member Signature

** Submit to the Principal Upon Completion

**Detention Schedule
2011/2012**

Week of	Teacher	Date
9/12	Wilson	Tuesday 9/13
9/19	Doherty	Thursday 9/22
9/26	Poland	Thursday 9/29
10/3	Martell	Tuesday 10/4
10/10	Harrington	Thursday 10/13
10/17	Bozin	Tuesday 10/18
10/24	N.Thompson	Thursday 10/27
11/7	Wilson	Tuesday 11/8
11/14	Doherty	Thursday 11/17
12/5	Poland	Tuesday 12/6
12/12	Martell	Thursday 12/15
1/9	Harrington	Tuesday 1/10
1/16	Bozin	Tuesday 1/17
1/23	N. Thompson	Thursday 1/26
2/6	Wilson	Tuesday 2/7
2/13	Doherty	Thursday 2/16
3/5	Poland	Tuesday 3/6
3/12	Martell	Thursday 3/15
3/19	Harrington	Thursday 3/22
3/26	Bozin	Tuesday 3/27
4/2	N. Thompson	Tuesday 4/3
4/9	Wilson	Thursday 4/12
4/30	Harrington	Tuesday 5/1
5/7	Doherty	Thursday 5/10
5/14	Poland	Thursday 5/17
5/21	Martell	Tuesday 5/22
5/28	Bozin	Thursday 5/31
6/4 (if needed)	N. Thompson	Thursday 6/7

PISCATAQUIS COMMUNITY SECONDARY SCHOOL PLEDGE

Student Name _____
(Please print)

Grade Level _____

I have read the 2011-2012 PCSS 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

