

**Mt. Ararat High School
2016-2017 School Handbook**

73 Eagles Way
Topsham, Maine 04086

Phone (207) 729-2951 Fax (207) 729-2953 Athletics 729-2966

Administration

Donna Brunette
Principal

Don Gray
Assistant Principal

Alison Pols
Assistant Principal

Geoff Godo
Athletic Director

Julie Williams
Coordinator, Student Support Services

FREQUENTLY REQUESTED CONTACT NUMBERS

Counseling Office	729-8763
Transportation	729-1608
Special Services	729-2965
Superintendent	729-9961
Region 10 Technical HS	729-6622

Visit Us on the Web!

For newsletters, calendar of events, athletic schedules, a complete staff list, forms and more, visit our website mta.link75.org. Any staff member can be reached by email - our email structure with a few exceptions is lastname first initial @link75.org.

MTA's Vision



Empowering All to Grow, Learn, Explore & Soar

MTA's Code of Cooperation
Engage in Learning
Demonstrate Effort and Perseverance
Take Responsibility for Your Own Learning
Be Respectful of Self and Others
Be Safe

Mission Statement

At Mt. Ararat High School our vision is for every student to explore and work toward fulfilling his or her unique potential.

In order to achieve this vision, it is our mission to:

- ensure challenging and personalized learning
- teach the essential skills necessary to meet the demands of a changing world,
- provide a safe, nurturing, and intellectually vibrant environment where diversity is valued and everyone is respected, and
- work in partnership with families and the community to promote the health and development of the whole individual.

Academic Expectations for Student Learning

All Mt. Ararat High School graduates will be self-directed and lifelong learners. As such, they will be:

- effective communicators,
- quality workers,
- problem solvers, and
- integrative and informed thinkers.

Civic and Social Expectations for Student Learning

All Mt. Ararat High School graduates will be responsible and involved citizens. As such, they will

- assume responsibility for their own behavior and utilize appropriate conflict resolution skills,
- demonstrate an understanding of the rights, duties and

- responsibilities of citizenship in a democratic society, and be respectful and tolerant.

School History, Colors and Mascot

The Mt. Ararat School opened its doors in 1973 to serve the needs of the students of its four sending towns: Bowdoin, Bowdoinham, Harpswell, and Topsham. The name “Mt. Ararat” was derived from the hill of the same name immediately behind the school with a fire tower at the crest. Our school colors are red, royal blue, and white. Our mascot is the American Bald Eagle.

**SECTION I: SCHOOL CALENDAR INFORMATION
SPECIAL EVENTS**

School Calendar 2016-2017

Sept. 6	First Day of School – All Grades
Oct. 7	Staff Development – No School
Oct. 10	Columbus Day – No School
Nov. 11	Veterans’ Day Holiday – No School
Nov. 23	Staff Development – No School
Nov. 24 - 25	Thanksgiving Break – No School
Dec. 23 – 1/2	Winter Break I – No School
Jan. 16	Martin Luther King, Jr. Day – No School
Feb. 20 - 24	Winter Break II – No School
Mar. 17	Staff Development – No School
April 14	Staff Development – No School
April 17 - 21	Spring Break – No School
May 29	Memorial Day – No School
May 30	Staff Development – No School
June 11	Graduation
June 15	Projected Last Day of School (NO Snow Days)

Special School Year Events

Homecoming Week	September 26 - October 1
PSAT Day	October 19
Fall Sports Awards	November 2
Parent/Teacher Conferences	November TBA
Band Concert	December 8
Chorus Concert	January 10
Winter Sports Awards	March 15
Spring Musical	March 10, 11 & 12
AP Exams	May TBA

Senior Prom	May 13
Band Concert	May 16
Senior Awards	May 31
Chorus Concert	June 1
Underclass Awards	June 6
Spring Sports Awards	June 7
Marching Practice	June 8 & 9
Graduation	June 11

Visitors

During the school day, for the protection of our students, all visitors are required to sign in at the Main Office upon entering the building. Visitors here for legitimate reasons are required to register and will be issued a visitors badge. The visitors badge must be worn at all times in the building. No visitor may enter our classrooms, cafeteria, or Learning Commons without prior administrative approval. Mt. Ararat High School is a Drug/Alcohol & Tobacco Free Zone

Change of Address/Guardianship

Parents/students must report any change of guardianship, address or telephone numbers to the Main Office. In some cases you may be asked to document these changes. Students who do not meet residency requirements as a result of these changes must attend school where they reside or apply to the MSAD#75 School Board for continued enrollment.

Child Find Notice

As a resident of MSAD 75, you are NOTIFIED that you are entitled to certain rights under the Individuals with Disabilities Education Act (PL – 105-17).

Under federal law and State regulation, MSAD 75 is responsible for locating, identifying and evaluating all resident students in public, private or home school settings who are or may be in need of special education services. This responsibility is called “Child Find” and includes this notification.

If you are a parent of a resident student or know of any resident student who does or may have a disability which may require special education, please contact either the MSAD 75 Director of Special Services at 729-1557, or the Principal of your local public school. MSAD 75 will initiate a referral process for an individual comprehensive evaluation to determine whether a

student is eligible to receive special education. All contacts are kept strictly confidential.

SECTION II: ACADEMIC ISSUES AND POLICIES

Course Schedule & Graduation Requirements

Seniors must take at least 5 courses (6 for Freshman, Sophomores and Juniors) at all times, including courses in at least three different subjects. Partial credits are not awarded. In order to graduate, students must earn a minimum of 21.25 credits, including:

- 4 credits in English (including English I-IV)
 - 3 credits in Social Studies (including History I-III)
 - 3 credits in Math (including Math I)
 - 3 credits in Science*
 - 1 credit in Fine Arts
 - 1 credit in Physical Education
 - 1/2 credit in Health
 - 1.25 credits in Advisory and Senior Capstone
- *Refer to Program of Studies for details.

Modified Graduation Requirements for Region Ten Students

Region 10 Technical High School students must meet the following graduation standards:

<u>Number of Years at Region Ten</u>	<u>Modification</u>
2	None, regular graduation standards apply
3	May graduate with two credits in two of following: Social Studies, Science, and Math. All other graduation standards apply.
4	2 credits in Social Studies, Science, and Math. All other graduation standards apply.

Please see your guidance counselor for information regarding credit awards for participating in Health Occupations and Commercial Arts.

Beyond Credit Requirements

Please note that the graduation requirements needed to earn a MTA diploma

represent only the minimum credit requirements for graduation. In addition to satisfying these minimum requirements, students and parents should consider the following:

1. Students are encouraged to take classes that challenge their academic abilities.
2. Students considering post-secondary education (particularly two or four year colleges) should exceed the high school graduation requirements and take four years of mathematics; four years of science; and three years of a foreign language. Students should keep all post-secondary options open.
3. Students who seek to compete as Division I or II athletes must satisfy the NCAA Clearinghouse academic eligibility guidelines, and need to be aware of NCAA eligibility requirements. Contact the Counseling Office for more information.

Mid-year and Final Examinations

End-of-semester examinations (Midyear or Final) count as 1/7 of the student's semester grade. Failure to take a final examination in a year-long course or a semester-long course results in a failure of the course. Seniors are exempt from final exams in those courses in which they have earned at least a B- for the 4th quarter and the year for a full year course; B- for the 2nd or 4th quarter and the semester for a semester course.

Grading Scale

Grades, class rank, honor roll and eligibility are based on the following scale:

Letter	Percentage	Grade Point
A+	98.5-100	4.0
A	92.5-98	4.0
A-	89.5-92	3.7
B+	87.5-89	3.3
B	82.5-87	3.0
B-	79.5-82	2.7
C+	77.5-79	2.3
C	72.5-77	2.0
C-	69.5-72	1.7
D+	67.5-69	1.3
D	62.5-67	1.0
D-	59.5-62	0.7
F	Below 59.5	0.0

Habits of Work

The academic and behavioral performance is separated in the grading system at MTA and published on report cards. The work habits contribute greatly to a student's academic success and emphasizing these behaviors daily in the classroom promotes the development of life skills which students can apply to work and other environments. Students are graded on the following:

Prepares for Class

- Self Directed and Lifelong Learner

Engages in Class

- Clear and Effective Communicator
- Responsible and Involved Citizen

Demonstrates Effort and Perseverance

- Self Directed and Lifelong Learner

Conducts Self Respectfully

- Responsible and Involved Citizen

The complete Habits of Work Rubric can be accessed on our website:
mta.link75.org

Honor Roll

Students must maintain a full year course load (5 courses for Seniors, 6 for underclassmen) and meet the following standards for quarter grades:

High Honor Roll: GPA at least 3.7, no grade lower than A-, and Habits of Work averages must be at 3 or above with nothing lower than a 3.0.

Honor Roll: GPA at least 3.0, no grades lower than a C, and Habits of Work averages must be at least 3 or above with nothing lower than a 2.5.

Honors Passes are issued to Seniors, Juniors and Sophomores who qualify for the Honor or High Honor Roll.

Honors Study is issued to Seniors, Juniors and Sophomores who qualify for the Honor or High Honor Roll. Students will be assigned to an Honors Study - a study hall that is less structured than a regular study hall.

Class Rank

Class rank is based on semester grades, with grades in all classes given equal weight. Students must have attended Mt. Ararat as a full time student for at least the three consecutive semesters prior to the final semester leading to graduation. Home schooled and foreign exchange students are not included in class rank. Courses completed at a college or during a semester/year away

are not factored into GPA/class rank. Please note that some dual enrollment courses (SMCC) may have more rigid requirements for college credit than for MTA credit. Transcripts will reflect MTA grades and credit.

Weighted Grades

Mt. Ararat High School does not weight grades to determine class rank or grade point average and will not provide weighted grade information to students or parents. However, if college and/or financial aid applications require this information, we suggest the application of a formula in use at other schools. This formula awards weighted points (1.35) to Advanced Placement courses.

Course Changes and Course Withdrawals

Students may change a course by making an appointment to discuss the course change request with their school guidance counselor during the designated course change period. The school guidance counselor will document the proposal on a Course Change Request form. The affected department chairs(s), school guidance counselor, the school principal or her designee, and the parent/guardian must sign this form to ensure that the student remains in compliance with all school academic requirements.

After the end of the course change period, a course may only be changed if the teacher recommends a change based upon a revised academic placement. Teacher initiated changes must be discussed with the parent and student and approved by the department chair. The course title and “W/F” (withdrawn/fail) or “W/P” (withdrawn/pass) will appear on the student’s transcript.

Schedules can be changed for the following reasons:

1. Improper academic placement
2. Individual Education Plan
3. Student Assistance Team recommendation
4. Academic requirement compliance

To change a schedule, approval must be received from all involved teachers and department chairs. Teachers should not consider any student’s schedule changed until they have received written confirmation from the school registrar. Courses changed after the add/drop period has ended must also be approved by the principal.

Administrative Failure

Students with excessive absences, both excused and unexcused may fail a class. Please see the Attendance section for details.

Advisory Program

Each student will receive a 1/4 credit per year during 9th, 10th and 11th grade for satisfactory attendance, participation, and completion of core assignments as outlined in the Advisory Curriculum. Seniors will receive 1/2 credit for successful completion of Advisory and Capstone. The curriculum for each grade level includes a sequence of core assignments designed to facilitate each student's development of a post-secondary plan and successful completion of the culminating Senior Capstone Project. Other priorities of the Advisory Program include: regular review of each student's academic progress and attendance, communication with parents, development of individual post-secondary plans, discussion of school-wide issues, and participation in team-building and other activities to build a sense of community and belonging within the school. Pass/Fail grades are awarded per quarter based on attendance and satisfactory completion of advisory requirements.

Vocational School Career and Technical Programs

Mt. Ararat students have the option to take courses in half-day programs offered at the Region 10 Technical High School in Brunswick. Typically, such students are sophomores, juniors and seniors, although in some instances freshman students are permitted to attend. Buses transport students to and from Region 10. Three credits are earned each year towards graduation through successful completion of a technical program. Students leaving Region 10 before the end of the year normally receive no credit. However, the Principal may award up to 1 1/2 credits to students leaving after the first semester based on unusual hardship or recommendation from Region 10 administration.

Alternative, Special Education Programs and the Student Assistance Team

Mt. Ararat High School offers limited-enrollment alternative programs. Additionally, Mt. Ararat's Support Services Department identifies and manages the needs of students with disabilities. The Student Assistance Team (SAT) determines whether particular students should be referred to an

alternative program, special services or should have special schedule modifications. Parents may make referrals to the SAT by contacting their student's guidance counselor.

Credit Through Adult Education

Under special circumstances, permission to take Adult Education classes for high school credit may be granted by the administration. Students must be at least 17. Except in extreme circumstances, no more than two credits for required courses (one in any subject) may be fulfilled via Adult Education.

Career-Oriented Pathways toward Graduation

We participate in Jobs for Maine Graduates and Pre-Apprenticeship programs. Information is available from Guidance or the Jobs for Maine Graduates teacher.

Independent Study

A student may apply for independent study in pursuit of worthwhile educational goals unavailable or inaccessible through the regular academic program. Students interested in applying for independent study should speak to their guidance counselor. If the desired course is available at Mt. Ararat and could be, or could have been worked into a schedule for the student, Independent Study is not an option.

Summer School

Summer school courses *may* be available to students who have failed course requirements. Information is available in the Counseling Office.

Meeting Year-end Obligations

Caps and gowns will not be issued to seniors until all debts and obligations to the school have been satisfied and/or property returned. For underclassmen, laptops will not be issued in September until the student has either returned or paid for all school textbooks, uniforms, materials, supplies, and/or laptop repairs.

Graduation Speakers/Honor Cords

Students who have attended Mt. Ararat as full time students for at the three consecutive semesters prior to the final semester leading to graduation and have taken classes that have not been remedial or self-contained are eligible for receiving Honor Cords and for earning a speaking part at graduation. The top three seniors will be invited to speak at graduation. Honor Cords are

distributed to students who have a cumulative GPA of at least 3.7 (high honors) or 3.0 (honors). National Honor Society members may receive NHS emblems.

SECTION III: GENERAL INFORMATION SUPPORT SERVICES AND RESOURCES

After Arriving at School

Students must proceed immediately into the school after arriving in the morning. Students must remain in school during the school day unless authorized to go outside by a teacher in connection with a class learning activity or by an administrator. Students are not allowed to leave the school to go to their cars. Students are not allowed upstairs before 7:30 in the morning (8:40 on Wednesdays).

Agenda/Hall Passes/ID Cards/Honors Pass

All students (including seniors) must carry an agenda and their student ID at all times. This is a measure designed to protect your safety. Any student who loses his/her ID card must see the Learning Commons for a new card for a fee of \$2.00 per card.

Students must use the passes in their agenda books. Passes are either short term, providing for return within a designated time, or long term, allowing a student to have a more extended stay in a designated destination (Learning Commons, Guidance, Nurse, RTI English, RTI Math, Support Center, SAO). Students must report back to study hall before the end of the period. All passes must have the student's name, time left, date, period, destination, and teacher's signature. Locker passes will not be issued unless a teacher has forgotten to inform students of the need for certain materials or by study hall teachers to one student at a time. Students must come prepared for class and study halls. No passes will be issued after 2:00.

Balancing School, Work and Extra Curricular Activities

Students who choose to hold a job are assuming an extra burden which they must juggle responsibly with their first and primary school responsibilities. School consequences will not be delayed or rescheduled for sports or job-related reasons. School administrators would be glad to assist any student having a difficult time balancing school, athletics and work life by contacting the student's employer, coach or parent.

Fire and Emergency Drills

Fire drills are required by law. The school may conduct other emergency drills as well. Students will be instructed by a teacher where to go and how to get there in case of any drill. It is essential for everyone to obey instructions and to clear the building by the prescribed route quickly and quietly. Students must report to their teacher outside so that attendance can be taken. Everyone returns to the building after tones have sounded. Failure to cooperate in appropriate drill procedures will be treated as insubordination.

Learning Commons

The Learning Commons provides a wide variety of materials and resources for both classroom assignments and personal reading enjoyment. The Learning Commons collection includes more than 20,000 books and a wide variety of magazines and newspapers for students to use. The Learning Commons' digital collection includes encyclopedias and databases as well as ebooks and audiobooks that can be accessed through the Learning Commons' website. Students and staff are encouraged to recommend new titles that they think should be added to the collection.

The Learning Commons also has many pieces of audiovisual equipment. Students may borrow projection and recording equipment to complete school assignments. Most equipment may also be checked out for overnight use. Learning Commons staff members are available to provide the necessary training.

The Learning Commons has an area for classes to do research, space for small groups to work together, a silent study area for individual students to work without interruption, and a reading lounge for students with honors passes. Check the Learning Commons section of the school website for detailed and up-to-date information about the Learning Commons' hours, circulation policies, and other available services. The hours will be posted online at the beginning of each school year.

The Learning Commons provides technical support and training for faculty, staff, and students. Support is available before school, during the school day and after school. Technical Support is not available during Advisory/AST. The Learning Commons hours will be posted online at the beginning of each school year.

The Learning Commons operates a store where students can purchase school supplies such as pens, pencils, folders and technology storage devices including CD's and DVD's.

Lockers

Lockers and combinations are assigned once the school receives a signed statement of understanding from each student. Students are strongly advised to keep their locker combinations private. Do not share your combination with anyone, even a friend! Lockers are the property of the school. Administrators control both book and P.E. lockers and may open them if they determine there is a need. Lockers may also be searched at random. Students are responsible for their own combinations. The School District is not responsible for articles stored in lockers. Students should not leave personal valuables in their lockers. Students should not "rig" the locker to remain unlocked for their convenience. Lockers are emptied the day after school closes. Personal items are held for one week and then discarded.

Lunch

Every student is assigned to one lunch period. Students may eat in the Commons or in other areas designated by administrators. Students are expected to show common courtesy by clearing up their own trash. Students share responsibility for all trash left at their tables. Note: Students who are not assigned to a lunch period are not to pass through or be in the Commons during that period.

Student Automobiles and the Parking Lot

Parking in the student parking lot is a privilege, not a right. Student parking is limited to 211 vehicles in the main lot. Parking spaces are open to seniors first, then to juniors. Sophomores may apply for parking after second quarter if there are spaces available. Any student wishing to park on school grounds must have a parking form signed by parent(s) and an administrator, valid driver's license and registration with the fee turned in to the SAO. Students owing any books or fines to the school or Learning Commons must clear their accounts before a parking permit is issued. The cost for parking is \$20.00. Students are expected to use their assigned space during the school day. Vehicles parked without proper authorization or not in the assigned space are subject to towing without notice to the driver.

Region Ten students who wish to drive to the Technical School must see their Assistant Principal. This privilege is for Juniors and Seniors only. No passengers will be permitted to ride to the Technical School in student vehicles. Students who transport other students will receive a suspension of

driving privileges. Additional terms for parking are listed on the parking form.

Study Halls

Study Halls are designed to provide students the opportunity to work independently on assigned coursework during regular school hours. Since each student is enrolled in a minimum of six academic courses, students benefit from this opportunity to work on both short-term and long-term assignments.

Guidelines

1. Study Hall is an academic period where students engage in study related to their academic coursework.
2. Students are to arrive at study hall on time, bring coursework materials, a reading book, and a plan for working on specific assignments. Students who have all assignments completed should plan to read or work on long term projects.
3. Study Hall is a quiet working environment, not a social or relaxation environment. The atmosphere is similar to that of a Learning Commons.
4. Students may use their assigned laptop for academic purposes only. If a student has completed all his/her assignments, students may access teacher approved site.
5. Motor breaks may be offered to students during study halls based on when teachers are available to accompany them during the block.
6. Students may sign out of study hall to go to the Learning Commons, Counseling Office, Wellness Center, or SAO. Students may sign out to go to a specific classroom if they have their agenda and a note confirming a teacher is expecting them during the block. Students must sign back in before the end of the period.
7. Students may be released from study hall to go to the bathroom, breakfast line, or locker. Students are allowed no more than 10 minutes.
8. Students and teachers are to use the agenda pass system. Students that do not follow pass procedures may lose pass privileges from study hall for a period of time.
9. The study hall monitor is a classroom teacher and will command the respect and have the authority of a classroom teacher.
10. Based on quarter grades, Sophomores, Juniors, and Seniors who meet the criteria for honors will be assigned to an "Honors Study Hall". Others will be assigned to an academic study hall.

Honors study is a privilege. Students who receive disciplinary action at the SAO level may lose this privilege. In either case, study halls are for studying: no cards or games are allowed!

Technology

Students are issued an MLTI laptop which may be used at school and at home during the school year in support of the school curriculum. The laptops have a variety of educational software and are used in all classes so students must bring them to school every day.

MLTI Laptop Guidelines

The Macbook issued to you is your responsibility, to be used only by you; the student assigned to it. Food, drinks, pets and smoking materials should be kept away from the laptop. Macbooks should ALWAYS be carried ZIPPED in the MLTI case. Any student carrying his/her laptop without the case will have the laptop confiscated until he/she produces the labeled laptop case.

Macbooks should be kept clean. Cleaning supplies are available at the Learning Commons. Your name sticker must not be removed from the laptop, charger, or case. Likewise, do not remove the silver MLTI sticker on the bottom of the laptop. No other stickers may be affixed to the laptop.

There will be a fee for replacing removed name or MLTI stickers; and cleaning fees may apply if Learning Commons staff have to remove unauthorized stickers.

Media, including music and movies, loaded onto the Macbook for curricular uses must be legally downloaded. Downloading copyright media from peer-to-peer and other file sharing sites is not legal, and a violation of the district's Acceptable Use Policy. All media, images, documents and movies contained on the Macbook must be appropriate. Inappropriate content will be grounds for disciplinary action.

During all after school athletic events (including practices) laptops must be locked in student lockers. Laptops should NOT be locked in PE lockers. This includes home and away events! At the end of the event, students may retrieve their laptop to bring home. Students participating in any after school activities need to ensure their laptops are in a secure location or locked in their academic locker. Activity advisors may be able to provide a secure place for the laptop during after school activities.

Additional Rules for Laptops Issued Through MLTI

1. Before a laptop is issued to a student, the student and/or his/her parent must acknowledge the school's lending policy.
2. Students are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. M.S.A.D. No. 75 offers a Take-Home Coverage program for parents to cover replacement costs and/or repair costs for laptop damages not covered by the manufacturer warranty. Liquid damage is not covered by insurance or the manufacturer warranty.
3. If a laptop is lost or stolen, this must be reported to the Technology Coordinator immediately, and a report should be filed with the local police.
4. The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are also responsible for obeying any additional laptop rules issued by school staff.
5. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in the loss of laptop lending privileges and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.
6. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
7. Laptops must be returned in acceptable working order. Periodic inspections will be utilized to ensure proper care. Both students and parents will be informed when a laptop incurs billable damage.
8. To conserve resources, students should only print what is required for their classes. Printers are located throughout the building for students to print assignments.
9. Personally owned laptop computers are permitted only under limited

conditions. Students must meet with Learning Commons staff prior to bringing the devices to school and/or accessing the MSAD 75 network.

Student Computer and Internet Acceptable Use

M.S.A.D. No. 75 computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises.

Student use of school computers, networks and Internet services is a privilege, not a right. Compliance with the District's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

M.S.A.D. No. 75 computers remain under the control, custody and supervision of the District at all times. The District monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

M.S.A.D. No. 75 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. M.S.A.D. No. 75 takes precautions to supervise student use of the Internet, but parents should be aware that M.S.A.D. No. 75 cannot reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The District is not responsible for the accuracy or quality of information that students obtain through the Internet.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site and/or other means selected by the Superintendent. The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the District's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator and others as he/she deems appropriate.

Each student is responsible for his/her actions and activities involving the District's computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance

concerning the use of the District's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Coordinator.

A. Consequences for Violation of Computer Use Policy and Rules

The building principal shall have the final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record and any other pertinent factors.

B. Acceptable Use

The District's computers, networks and Internet services are provided for educational purposes and research consistent with the District's educational mission, curriculum and instructional goals. All Board policies, school rules and expectations concerning student conduct and communications apply when students are using computers. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the District's computers.

C. Prohibited Uses

Examples of unacceptable uses of the District's computers that are expressly prohibited include, but are not limited to, the following:

- 1. Accessing Inappropriate Materials** - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials
- 2. Illegal Activities** - Using the District's computers, networks and Internet services for any illegal activity or in violation of any Board policy or school rules. The District assumes no responsibility for illegal activities of students while using school computers.
- 3. Violating Copyrights** – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission. The District assumes no responsibility for copyright violations by students.
- 4. Copying Software** - Copying or downloading software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and

criminal penalties. The District assumes no responsibility for illegal software copying by students.

5. Plagiarism - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.

6. Non-School-Related Uses - Using the District's computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments.

7. Misuse of Passwords/Unauthorized Access - Sharing passwords, using other users' passwords, and accessing or using other users' accounts

8. Malicious Use/Vandalism - Any malicious use, disruption or harm to the District's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses

9. Unauthorized Access to Blogs/Chat Rooms - Accessing chat rooms or news groups without specific authorization from the supervising teacher

D. No Expectation of Privacy

M.S.A.D. No. 75 computers remain under the control, custody and supervision of the District at all times. Students have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.

E. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the District for any losses, costs or damages incurred by M.S.A.D. No.75 for violations of Board policies and school rules while the student is using the District's computers, including the cost of investigating such violations. M.S.A.D. No. 75 assumes no responsibility for any unauthorized charges or costs incurred by a student while using the District's computers.

F. Student Security

A student is not allowed to reveal his/her full name, address, telephone number, Social Security number or other personal information on the Internet without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission.

Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

G. System Security

The security of the District's computers, networks and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

**PROCEDURES FOR USING PERSONALLY-OWNED
COMPUTER DEVICES IN M.S.A.D. NO. 75**

Personally-owned devices are permitted in M.S.A.D. No. 75 schools only under the following conditions:

1. Using a personally-owned computer or other technology devices must not deprive others of access to the school's computing resources.
2. Use of personally-owned computers at school is solely for school-related tasks in compliance with the M.S.A.D. No. 75 Acceptable use Policy.
3. M.S.A.D. No. 75 bears no liability whatsoever for theft or loss of personally-owned laptops, attached peripheral devices or data on these devices.
4. Use of personally-owned technology devices on the school network will be subject to monitoring for violations.
5. The extent of the M.S.A.D. No. 75 technology staff's support of personally-owned devices is limited to:
 - a. Initial inspection of the device.
 - b. Connecting devices to the network, school printers and file servers
 - c. Periodic inspection of the device if deemed necessary
6. Before a computing device is permitted on the school network, a student must take the device to an identified technology staff person who will register and inspect it for:
 - a. Virus protection
 - b. Malware and spyware protection
 - c. An airport card (if student is planning on using the school network)
 - d. Clearly identifiable network name
 - e. Hardware network address
7. Technology support staff will review the Acceptable Use Policy with the student prior to any use of the device on school premises.

8. M.S.A.D. No. 75 does not make recommendation of hardware brands.
9. Students are responsible for purchasing their own software.
10. It is expected that software on personally-owned devices will be compatible with that in use within M.S.A.D. No. 75, and that M.S.A.D. No.75 is not expected to provide support for personal computer hardware or software.
11. Students cannot expect technology support of personally-owned devices beyond the initial connection of devices to the network, school printers and the file server.

The network is the property of M.S.A.D. No. 75 and is provided for the educational use of all students. Technology staff and administrators have the right to immediately remove the device and/or access from the network and/or revoke authorization for school use when, in the opinion of technology staff or administrators, the device, or the student's use of the device, violates school policy or in any way threatens or endangers the network.

Counseling Office

School counselors provide Academic, Career and Personal Social counseling to help students foster personal growth, acquire positive social skills, set appropriate career goals and develop their unique potential. Parents may call the Counseling Office to arrange an appointment with a counselor or a conference with teachers.

SAT Test & Registration Dates for school year 2016-2017

For up to date test information, registration and test dates visit the College Board website online: www.collegeboard.com

English Language Learners

Our staff includes an ELL instructor. Parents seeking to access such services for their students should contact the Counseling Office for more information.

School Social Workers

Social Work services are available to help students and/or their families concerning personal issues on a longer term, more intensive basis than a guidance counselor can ordinarily provide. You may contact your student's guidance counselor to make a referral.

School Nurse

The school nurse is available on a daily basis for assessment and counseling regarding health issues. It is important that students come during non-academic times when possible (except in emergencies). Students are required to have a pass from their teacher. Students who become ill during the school day must see the school nurse for dismissal. The nurse will make arrangements with a parent or emergency contact. All accidents occurring at school must be reported to the teacher and the nurse before leaving school.

Medications and Treatments in the Nurse's office

All medications, prescription and non-prescription alike, must be kept in the Student Health Center. In compliance with state law, the school requires both a doctor's order and parent permission to administer any medication to a child. Please see the high school website- Health Services (mta.link75.org) for permission forms or contact your school nurse. In addition to written parent permission, we have orders from our school doctor that allow us to administer the treatments below:

Medication supplied by you: such as Tylenol or Ibuprofen and some cold products (All other medications must be sent to school with a doctor's order in the original bottle. In the case of short term prescribed medications, the bottle may serve as a physician order).

The following is a list of over-the-counter treatments that may be administered at school by the school nurse:

Wound Care: Antibacterial soap, hydrogen peroxide, Bactine (benzalkonium chloride) solution, Triple antibiotic ointment

Skin Care: Caladryl, 1/2% - 1% hydrocortisone cream, Aloe Vera gel, A & D ointment, Burn gel, Sting swab for insect stings

Miscellaneous: Sterile isotonic eyewash for minor eye irritations

Refresh or Clear Eye eye drops

Oragel or Anbesol for minor tooth irritations

Tums for minor stomach upset

Cough drops

Please send a written statement to the school if you do not wish to have your child receive these treatments if needed. No child with a potentially life-threatening illness will be allowed to attend Mt. Ararat High School without providing the school with unexpired emergency medication. This includes but is not limited to an Epipen or Auvi-Q, glucagon, or an albuterol inhaler. For more information, please contact the Student Health Center at ext. 264.

School Based Health Center (The Eagle's Nest)

In addition to the school nurse, the Health Center offers expanded medical and behavioral/ mental health care. The Eagle's Nest has a Family Nurse Practitioner who is available to students Monday, Wednesday and Friday from 7:30 to 2:30. The Nurse Practitioner is able to diagnose and treat ailments and injuries, refer to specialists and write prescriptions. The Nurse Practitioner does not become a student's Primary Care Provider (PCP) but can communicate with your PCP. The Nurse Practitioner can refer students for behavioral, mental health therapy and other specialties. The Eagle's Nest based Sweetser Behavioral/Mental Health Therapist is available Monday through Friday, 8 – 2 in the Eagle's Nest. The Eagle's Nest has NO enrollment fee but a registration form is required. There are no co pays to see the NP. Insurances are billed for Nurse Practitioner and behavioral/mental health therapist visits . Students over the age of 18 can self-enroll. Forms are available at mta.link75.org or the Health Center. Enrollment can be done any time in the school year. Questions 729-2951 x273

SECTION IV: ATTENDANCE POLICY AND PROCEDURES

Introduction

This policy is intended to emphasize class attendance as a meaningful and essential component of each student's educational experience. Classroom instruction and the discussions and interactions that take place in class meetings are important parts of each course and of the learning process. When a student misses class, that part of the instruction cannot be replaced. For this reason, all students are expected to be in school on time and to attend all assigned classes every day. Attendance is primarily the responsibility of students and parents. The school best serves the home by establishing clear attendance expectations and providing a timely reporting of students' attendance patterns.

A student involved in sports and other extracurricular activities may not participate in those activities on any day that s/he is absent from school or dismissed early for illness. If absent for reason other than illness, an assistant

principal may grant permission for the student to participate in co-curricular events.

Excused and Unexcused Absences

In accordance with Maine law, Mt. Ararat High School accepts the following reasons for an excused absence from school:

- Personal illness
- Medical or dental appointments which cannot be scheduled outside the school day
- Death, serious illness, or other emergency in the immediate family
- Observance of a recognized religious holiday when the observance is required during the regular school day
- A planned absence for personal, legal, or educational purpose which has the prior approval of the school

Except for the above, the law states that the adult supervising a school-age child “shall cause” the student to attend school. Absence from school for reasons other than those listed above is unexcused and not permitted. A student is considered tardy during the first 20 minutes of the class period and then will be marked as absent unless a suitable explanation is offered.

Failure Due to Excessive Absenteeism

Students who accumulate more than five (5) excused and/or unexcused absences in any academic quarter may receive a grade of no higher than 59%.

- Documented Absences (DA)

This type of absence does not count toward the five absence limit. Examples: doctor, DMV, or other extenuating circumstances, which are verified by a note or appointment card on office stationery from the place requiring the absence. Pre-planned family or religious absences count as documented if the student obtains the “Planned Absence” form from SAO for approval PRIOR to the absence. Suspensions, field trips or other school related absences are also documented. Students enrolled in the Eagle’s Nest can have illnesses documented by the school health staff.

- Excused Absence (EA)

Count toward the 5 absence per quarter limit.

Examples: illness, car trouble, unforeseen family emergencies or other absence that a parent or guardian can verify as legitimate.

- Unexcused Absence (UA)

Count toward the 5 absence per quarter limit

Examples: Skipping class or leaving school with out proper authorization or no legitimate verifiable reason

- Exceptions

In cases where legitimate extenuating circumstances exist, parents/guardians may appeal to meet with the principal. Student attendance at these meetings is mandatory. Parents/guardians who are dissatisfied with the decision of the principal may appeal to the Superintendent of Schools.

Parental Notice to School

Parents are asked to call the school on the morning of the first day of absence and each day thereafter. If a call is not received, the school will make an effort to call parents. Upon the day of returning to school after being absent, a student must bring a signed parent note explaining the reason for the absence to the Student Affairs Office. State law requires that student files contain notes from parents detailing the reason(s) for absences. If the absence is excusable, the student will be given an "Excused Absence" slip, which the student is to present to each of his/her teachers. If written parent verification is not provided upon a student's return to school after being absent, the student will be considered truant from school and a consequence will be imposed according to the Student Behavioral and Discipline Code.

The school requests that parents schedule medical/dental appointments outside the school day. When this is not possible, documentation of the visit on office stationery must be provided upon return to school. Undocumented office appointments will count toward the attendance limit.

Extended Medical Absences

Under normal circumstances, a doctor's note will be required in cases where a student is absent five (5) or more consecutive days due to illness.

Extended absences may result in more time available for make-up. Students returning from an absence of five (5) or more consecutive days must meet with their guidance counselor and obtain a make-up schedule, upon which all missed assignments and due dates will be recorded.

Planned Absences

Planned absence forms are available in the Student Affairs Office. This form requires the signatures of parents and teachers and must be submitted to the SAO at least five school days before a trip or extended medical absence. If the planned absence will be longer than five school days, parents should contact the SAO at least one month in advance. Work missed is due on the day the student returns to school or as negotiated with teachers. If the form is

not completed and returned by the deadline, the absences will count toward the attendance limit.

NOTE: Under normal circumstances, parents/guardians are discouraged from taking family vacations during the school term in the interest of the continuity of their student's education.

Making up Work from Absences

After an absence:

- Missed work must be made up within three (3) school days from the day the student returns to school unless otherwise arranged with the teacher.

Pre-Planned (such as field trip, athletic event, pre-arranged appointment, etc):

- Students must make arrangements to complete assignments with teachers prior to the absence. Failure to do so may lead to a student earning less than full credit on late work due to the absence

Suspension:

- Student work should be picked up from the Main Office for the student to work on during the suspension. Missed work must be made up within three (3) school days from the day the student returns to school unless otherwise arranged with the teacher.

Athletes or other co-curricular participants who are being dismissed early must turn in work the day it is due even if they are in school only part of the day. In addition, they are responsible for all assignments given on the day of their dismissal.

Response to Excessive Absenteeism and Truancy

Under Maine law, a student is defined as truant when s/he has accumulated the equivalent of ten (10) full days of unexcused absences or seven (7) consecutive school days of unexcused absences during a school year. When a student has reached this point, in compliance with state law, the school will initiate steps to correct the truancy. These steps will include mailing Notice of Truancy to parent/guardian, setting up a parent meeting with a school administrator to develop and implement a corrective plan, following up with review of the student's attendance, and notifying the Superintendent and Principal of progress or lack thereof. If despite the school's documented corrective efforts the student remains truant, the school will notify local law enforcement.

Failure of a parent/guardian to send their child to school and maintain him/her in regular attendance is a civil violation in accordance with 20-A MRS § 5053-A. According to Section 5053-A, Subsection 1, if a parent/guardian has control of a student who is habitually truant and the

parent is found to be primarily responsible for that truancy, the court may order the parent/guardian to pay a fine of *not more than* \$250. According to Section 5053-A, Subsection 2, the court may also order a parent/guardian adjudicated as violating Subsection 1 to:

- take specific action to ensure the child's attendance at school
- comply with the terms of an action plan developed by the court/school
- participate in a parent-training class
- attend school with the child
- perform community service hours at the school
- participate in counseling or other services as appropriate

Early Dismissals

Students needing to be dismissed during the school day for reasons other than illness must present a **note** to the SAO before school begins. The note must include the student's name, date and time of the dismissal, reason for the dismissal, and parent signature. The student will receive a dismissal pass to show to the teacher. An assigned study hall is not a valid reason to be dismissed from school, with the exception of eligible seniors who have a study hall at the beginning/end of the school day and have completed Late Arrival/Early Dismissal permission forms. Dismissals **cannot** be made over the phone.

A student who becomes sick during school must report to the school nurse, or to the SAO. Arrangements for student pick up will be made through either office. Students will be dismissed only after permission is received from a parent or other responsible adult designated on the Student Emergency Card.

Tardy Policy

Students are expected to be in class and study halls on time and seated so that class can promptly begin when the second bell rings. During each quarter, the following consequences shall be imposed for tardiness:

- First Tardy – Warning from teacher
- Second Tardy – Teacher/Department Detention
- Third Tardy – Teacher/Department Detention and teacher contacts parent/guardian
- Fourth Tardy –Administrative Detention

Continued tardies will be regarded as insubordination and treated as such under the Disciplinary Code. Consequences may include meeting with parent/guardian and administrator, No Pass List, loss of parking privileges, Alternative Learning Environment, Out of School Suspension, or other consequences determined by the administration.

SECTION V: CITIZENSHIP & BEHAVIORAL EXPECTATIONS

Citizenship Code

An important part of Mt. Ararat High School's mission is to provide a learning environment where all members of the school community feel safe and respected. In keeping with that, those who are members of the Mt. Ararat High School community (students, staff, and parents) are expected to adhere to a code of citizenship. Through this code we strive to ensure respect for individual rights and property while maintaining a safe and healthy environment. The rules of behavior in this handbook govern students involved in school activities off school grounds including all field trips.

Everyone in the Mt. Ararat High School community is responsible for contributing to a positive and productive environment. The following are expectations for good citizenship on school grounds, on the way to and from school, and in the community:

- Show respect for yourself, others and the school
- Demonstrate that the primary purpose of school is learning
- Attend school daily and be punctual for all commitments
- Show courtesy for others at all times
- Respect the individual rights of others
- Behave in socially acceptable ways
- Resolve differences in ways that are non-violent and recognize individual differences

Members of the school community will NOT demonstrate the following behaviors, listed alphabetically, which seriously interfere with teaching and learning, are unacceptable in our school and are addressed in our Student Behavior and Discipline Code:

- Academic Dishonesty
- Assault
- Disrespect and/or defiance toward school personnel
- Excessive displays of affection
- Fighting
- Forging or tampering with school documents
- Gambling

- Inappropriate computer use, i.e. possession or distribution of inappropriate content; inappropriate use of social media, etc.
- Leaving school grounds without receiving legitimate school or parental permission
- Loitering
- Panhandling (requesting money from other students or staff)
- Persistent violations of school and/or classroom rules
- Physical, verbal and/or sexual harassment
- Possession of illegal substances – alcohol, tobacco, scheduled and non scheduled drugs
- Possession of weapons or weapon-like devices – firearms, ammunition, explosives, brass knuckles, switchblades, butterfly knives, pocket knives, box cutters, razor blades or similar objects.
- Possession or use of vaporizers or electronic cigarettes
- Prohibited items – such as but not limited to matches, lighters, firecrackers or other incendiary devices, laser pointers, playing cards
- Refusal to identify themselves to any staff member when asked
- Threatening (verbal or non-verbal i.e. hard stares, gestures, invading another’s space, etc.)
- Trafficking or furnishing alcohol, tobacco, scheduled and non scheduled drugs
- Use of vulgar language, swearing or inappropriate gestures
- Use of biased and/or hateful language
- Vandalizing or stealing school, staff and/or students’ property
- Any other behavior which seriously disrupts the productive, healthy and safe school climate we value

Student Behavior and Discipline Code

Note: This behavior code cannot cover all disciplinary situations which may arise and, therefore, is not intended to be exhaustive. Moreover, modifications to the code will be made depending upon the facts of an individual case, at the discretion of the building administration. Any infraction may lead to suspension or removal from extracurricular and/or co-curricular programs, including athletics. In certain cases, participation in a Restorative Justice process may amend prescribed consequences. While at Mt. Ararat High School students are expected to behave responsibly, with attention to and respect for the rights and needs of others. The range of consequences for misbehavior is as follows:

Level One Behaviors—Initially handled at classroom level

1. Failure to come to class prepared for work (pen, book, etc.)

2. Distraction of other students
3. Inappropriate/immature behavior
4. Purposely missing Region 10 bus
5. Leaving class early
6. Rude/disrespectful behavior
7. Improper conduct
8. Tardiness
9. Abuse of pass/agenda system
10. Cell phone violation

Recommended Level One Disciplinary Options

- Teacher warning
- Teacher detention or other consequences
- Loss of classroom privilege (ex: no pass list)
- Teacher contact of parent
- Parent/teacher meeting
- Referral to the SAO for repeated violations

Level Two Behaviors—Level Two behaviors are of a more serious nature and are reported to the Student Affairs Office on a disciplinary referral form.

1. Habitual level 1 violations (3 or more incidences)
2. Cutting class
3. Defacing school property
4. Vulgar/inappropriate language/gestures
5. Bus violation
6. Defiance
7. Outside school building during class time
8. Threatening/confrontational behavior
9. Inappropriate use of school computer
10. Parking/driving violation
11. Lunchtime infractions/throwing food or objects/disruptive behavior

Level Two Disciplinary Action

- Parent contact if Alternative Learning Environment required, otherwise notification
- Restricted laptop/technology privileges
- Administrative Detention, No Pass List, or Alternative Learning Environment, depending on the nature and severity of the infraction
- Appropriate restitution if applicable
- Loss of school transportation privileges

- Loss of extracurricular privilege as outlined in the Extracurricular Activities section
- Loss of parking/driving privileges
- Summons to court (#5 above)

Level Three Behaviors—Must be reported to the Student Affairs Office through the submission of a disciplinary referral form.

1. Habitual violations of level 2 behaviors
2. Cutting school
3. Failure to serve assigned administrative detention
4. Petty theft (less than \$20 value)
5. Inappropriate computer use, i.e. possession and/or distribution of inappropriate content
6. Forgery for school-related purposes, false telephone calls, tampering with school documents
7. Causing or provoking a major disturbance anywhere at the school or at school events
8. Gambling
9. Instigating or provoking others to fight
10. Sexual harassment, bias-motivated harassment, other harassment, hazing, bullying, intimidation
11. Physical intimidation and/or threatening statements toward other students
12. Vulgar, obscene or abusive language toward any adult
13. Leaving the school campus without permission
14. Insubordination
15. Tobacco use and/or possession of cigarettes, electronic cigarettes/vaporizers/or other devices replacing cigarettes
16. Failure to identify
17. Possession of pornography

Level Three Disciplinary Action

- Parent contact
- 1-5 day suspension, depending on the nature and severity of the infraction – may be in combination with A.L.E.
- Possible referral to counselor or social worker
- Loss of school transportation privileges
- Loss of extracurricular privilege as outlined in the Extracurricular Activities section
- Loss of or restricted use of laptop/technology privileges
- Possible legal action (#5, #9, #10, #13 above)
- Possible referral to Affirmative Action coordinator (#9 above)

- Summons to court (#14 above)
- Referral to appropriate counseling (#9, #10, #14 above)

Level Four Behaviors—Must be reported to the Student Affairs Office and the Principal

1. Repeat of level 3 violations
2. Burglary, theft, unlawful possession of school property
3. Vandalism
4. Extortion
5. Fighting
6. Assault on a student
7. Physical intimidation or threatening statements toward district personnel
8. Possession, use, or being under the influence of alcohol, marijuana, or other prohibited or controlled substances
9. Possession of drug paraphernalia
10. Indecent exposure
11. Engaging in a sexual act on school property
12. Instigating or participating in gang/mob type of school disturbance
13. Possession of a weapon other than a firearm

Level Four Disciplinary Action

- Parent contact
- Police notification of criminal activity
- 5-10 day suspension; parent and student must meet with administrator and counselor before student is readmitted to school
- Student must participate in an appropriate type of counseling to address the student's behavioral problems before being readmitted to school. Program must be approved by student's guidance counselor and assistant principal.
- Loss of extracurricular privilege as outlined in the Extracurricular Activities section
- Possible referral to the Superintendent of Schools for a pre-expulsion hearing

Level Five Behaviors—Must be reported to the Student Affairs Office and the Principal

1. Repeat of level 4 violations
2. Sale or distribution of alcohol, marijuana, or other prohibited substances, paraphernalia or material
3. Possession or use of deadly weapon/firearm

4. Arson
5. Physical assault on district personnel
6. Sexual assault
7. Any other violent crime
8. Participation in the issuance of a bomb threat

Level Five Disciplinary Action

- Parent contact
- Suspension from school with possible recommendation for expulsion
- Police notification of criminal activity
- Loss of extracurricular privilege as outlined in the Extracurricular Activities section

Explanation of Disciplinary Procedures

No Pass List. Students not allowed out of class except to see the nurse in an emergency.

Administrative Detention. 2:30 – 4:15. Students must report to the designated room on time, bring work to do, and maintain silence.

Alternative Learning Environment (ALE). All day. Students must be on time and bring work to do. The school will provide lunch. Work sent by teachers must be completed and turned in by next day. Academic assistance is provided throughout the day. Students may not have their cell phone in the ALE room.

Out-of-School Suspension (OSS). Students are not allowed on school grounds for any reason and may not attend school functions, events or school activities on or off school grounds. This includes away games, hockey games at Watson Arena, etc. Work for suspended students may be picked up in the Main Office and turned in completed upon return from suspension. A parent conference with administration may be required before student is readmitted to school.

Pre-Expulsion Meeting. Meeting held between school administrator, student, parent(s), and Superintendent of Schools to determine if student should be expelled from school or under what conditions allowed to return.

Referral to Police. In addition to school consequences, every instance of illegal behavior by our students is referred to the police.

Denial of After School Activities. In some instances, students will be deprived of the privilege of remaining on school grounds without immediate adult supervision after school. Examples include students involved in theft, substance abuse violation, harassment, vandalism, threatening, fighting, etc.

Other Consequences. Specific offenses may call for individualized responses such as confiscation of objects, apologies, community service, restitution, parent meetings, behavior contracts, or other appropriate responses.

Ways to Resolve Conflicts

There are always better ways to resolve conflicts than fighting and making threats. Students may go to their guidance counselor or administrator for assistance. In the vast majority of cases, conflicts can be resolved peacefully if the two students communicate with one another, instead of about one another behind backs. Students should remember that conflict often stems from rumors and gossip that are untrue or totally exaggerated.

Academic Honesty Policy

A school is a community of learners which has as its fundamental purpose the pursuit of knowledge. Like all communities, the school can only function properly when its members adhere to clearly established goals and values. Essential to the fundamental purpose of the school are the principles of truth, integrity, and academic honesty. Therefore, it is expected that all students will submit as their own work only that which is the result of their own efforts.

What is academic dishonesty?

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise or assignment.

Examples:

- Looking at someone's paper or using a "cheat sheet" while taking a test
- Turning in a research paper that you bought from a service or received from some other source
- Submitting your same work more than once for credit
- Using memory calculators with stored exam information while taking a test
- Using someone else's answers for a lab/homework assignment
- Using translating software for foreign language assignments

Fabrication: Intentionally falsifying or inventing of any information or citation in an academic exercise or assignment. Examples:

- Making up data on a lab assignment
- Making up a source to use as a citation in a paper

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise or assignment. Examples:

- Quoting a source (copying information word for word) and failing to give the proper citation
- Putting a source's text into one's own words (paraphrasing) and not citing the source
- Copying someone else's computer disc for a project and submitting it as one's own

Facilitation: Intentionally or knowingly helping or attempting to help another student to cheat, fabricate, or plagiarize. Examples:

- Giving another student one's homework so that s/he can copy the answers
- Letting someone copy one's answers during an exam
- Giving test information/answers to students in other sections of the same class

Procedures and Consequences

When a teacher discovers evidence of academic dishonesty, s/he will meet with the student privately. The teacher will present the evidence to the student (without accusation) and ask for an explanation. If the teacher believes that the student's action is not a violation of the Academic Honesty Policy, i.e. that the student acted unintentionally or as a result of a lack of understanding, the matter will be treated as a grading issue. The teacher may ask the student to rewrite and resubmit the assignment.

If the teacher believes that the student violated the Academic Honesty Policy, the work will be graded as a zero. The teacher will notify the student's parents of the violation and inform the student's assistant principal. Both the student and the student's parent/guardian will be required to meet with the assistant principal, the teacher, and the student's guidance counselor. In addition, if the assistant principal agrees that academic dishonesty has occurred, s/he will notify the student's other teachers.

NOTE: Students need to be aware that the ramifications of academic dishonesty can be far-reaching. Grade point average and class standing can be affected, college acceptance opportunities can be reduced, as can the student's chances of receiving scholarships and awards. In addition, membership in organizations such as the National Honor Society may be revoked or denied.

Sources:

Scarborough (Maine) High School Student Handbook 2003-2004.

Kennebunk (Maine) High School Student Handbook 2004-2005.

Bomb Threats

According to state law, students who make bomb threats will be subject to disciplinary procedures which may include a mandatory 10 day suspension, expulsion hearing and report to law enforcement. The school principal, superintendent or other disciplinary official may modify consequences depending on the circumstances and the age and developmental level of the student. Making a bomb threat is a violation of Maine Criminal Code (17-A MRSA section 210) which may result in incarceration or a fine.

Bullying Policy

M.S.A.D. No. 75 is committed to providing a safe, orderly and respectful school environment that is conducive to teaching and learning, where every student is entitled to respect from all other members of the school community. The District also believes that promoting ethical and responsible behavior is an essential component of its mission to develop "critical thinkers and creative contributors to our society." Consequently, the District seeks to prevent and prohibit harassing and bullying behaviors. At the same time M.S.A.D. No. 75 wishes to encourage the free expression of ideas and student engagement in civil debate. Such activities may include the expression of ideas that offend the sensibilities of others. However, the District does not condone and will take action in response to conduct that interferes with a student's opportunity to learn, the educational mission and operation of the schools, or a safe and respectful school environment. Thus, all District staff have a responsibility to set and enforce rules for civility, courtesy and responsible behavior. This policy applies to bullying that takes place at school, on school grounds, at school-sponsored activities or while being transported to and from school or such activities. It applies also to bullying that occurs at any other time or place that substantially disrupts instruction, school operations or the welfare of students.

Bullying, as defined by this policy, means any physical act or gesture, or any verbal, written or electronically-communicated expression that a responsible person should expect would (1) physically harm a student or damage a student's property, (2) place a student in reasonable fear of physical harm or damage to his/her property, or (3) substantially disrupt the instructional program or the orderly operations of the school. Such behaviors are so severe, persistent or pervasive that they create a hostile, intimidating

educational environment for the student who is bullied.

Bullying and harassment are similar behaviors. The District's harassment policy prohibits behaviors of intimidation, ridicule and hostility based upon an individual's race, gender, color, ancestry or national origin, marital status, age, handicap, sexual orientation, religion or other personal characteristics. (See policy ACAA.) This bullying policy addresses similar behaviors that do not necessarily arise from a discrimination based on these factors.

Examples of conduct that may constitute bullying include but are not limited to:

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- E. Stalking;
- F. Blocking access to school property or facilities;
- G. Stealing or hiding books, backpacks, or other possessions
- H. Repeated (frequency) or pervasive (intensity) taunting, teasing, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability or other personal characteristics (whether perceived or real) that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

Communication

Notice of what constitutes bullying, discrimination and harassment, the Board's prohibition of these behaviors, reporting procedures and the consequences for students shall be communicated to students, parents and staff through the student code of conduct, and student and staff handbooks. For questions concerning this policy, see BFC-Policy on Policies.

Prevention Education

Each school within M.S.A.D. No. 75 will develop a comprehensive school plan that includes:

1. Alignment of the plan with the school vision and mission
2. A school assessment of climate, culture and behavior
3. Staff training and technical assistance
4. Educational curriculum and environmental supports that reflect current best practice recommendations
5. Annual evaluation

Reporting

Any member of the school community (student or staff) who believes he/she is being bullied, discriminated against or harassed should report this concern promptly. Students who observe incidents of bullying are encouraged to report them to school personnel. Parents or guardians whose children report complaints to them of being bullied, harassed or discriminated against at school should contact a school administrator. School staff will report possible incidents to administration. Acts of reprisal or retaliation against any person who reports an incident of bullying or harassment, or discrimination are prohibited and subject to disciplinary action, up to and including expulsion or dismissal.

In cases of alleged discrimination, harassment or sexual harassment or extreme bullying, school administration will promptly inform the Superintendent of schools and the person(s) who is the subject of the complaint that the complaint has been received. The first level of resolution is at the school, where the complaint can be resolved through an agreement of the parties involved. This resolution is subject to the approval of the Superintendent who shall consider whether it is in the best interest of the parties and the school based on the particular circumstances and applicable policies and laws.

The Superintendent may choose to investigate the complaint or assign another investigator in 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 about the Superintendent should be submitted to the Chair of the School Board, who should consult with legal counsel concerning the handling and investigation of the complaint.

Students who feel that they are being harassed or discriminated against also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (207-624-6050) and/or to the

federal office for Civil Rights, U. S Department of Education, SW
McCormack POCH Room 222, Boston, MA 02109-4557 (617-223-9622).

Response and Complaint Procedure

In determining the appropriate response to bullying, harassment and discrimination, administration should consider the ages and maturity of students involved, the types of behaviors and their context, and other relevant circumstances. The response to reported incidents may range from positive behavioral interventions to disciplinary actions up to and including suspension, expulsion and/or reports to law enforcement officials.

For purposes of this procedure:

A. "Complaint" is defined as an allegation that a student has been bullied, discriminated against or harassed or sexually harassed. "Discrimination" or "harassment" means these acts were committed on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability.

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 administrator or designee serving as investigator shall keep a written record of the investigation process.
5. School and District administration may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
6. School administration shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
7. The investigation shall be completed within 21 business days of receiving the complaint, if practicable.

B. If the school administrator or designee 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).

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

D. If the student's parents/legal guardians are dissatisfied with the decision of the Superintendent in cases where continued enrollment in school is in jeopardy as a result of the resolution, an appeal may be submitted in writing within 14 business days after receiving notice of the decision. The Board will consider the appeal in executive session, to the extent permitted by Law, at its next regular meeting or a special meeting. The Superintendent shall submit the investigation report and any other witnesses or documents that he/she believes will be helpful to the Board. The student, his/her parents/legal guardians and his/her representative shall be allowed to be heard. The person(s) against whom the complaint was made shall be invited and allowed to be heard. The Board's decision shall be final.

E. Intervention

Assessment of Needs: Students who are involved in unacceptable behavior, both those doing the behavior and those receiving the actions, will be assessed by school administrators to determine if referral to school counseling is appropriate. Based on the results of student assessment(s), students will be connected with available school services and programs or referred to community resources. School resources include but are not limited to: Student Assistance Teams; school counseling for youth who are in need; interventions for youth who are in need, such as Restorative Practices.

Bus Conduct and Information

Bus drivers will notify students of the behavior which is expected on school buses. District-provided transportation to and from school is a privilege and not a right under Maine State Law. Improper behavior may result in suspension or revocation of the privilege to ride on a school bus and, in extreme cases, suspension from school.

Late Bus. A late bus at 4:30 p.m. is provided on Monday, Tuesday, Wednesday, and Thursday. To ride a late bus, a student must present a valid late bus pass from an activity advisor or coach.

Region 10 School Bus. We provide bus transportation to and from R10 Tech. Students who miss the bus must report to SAO. On the first such occasion, the parent will be notified. Any subsequent occasions will result in school-imposed consequences.

Cell Phones and Other Electronic Devices

The Board of Directors recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules. M.S.A.D. No.75 is not responsible for damage, loss or theft of such devices. The Superintendent of Schools is authorized to develop any school rules necessary to implement this policy.

Rules For Student Use Of Cell Phones and Other Electronic Devices

1. All students are prohibited from using privately-owned electronic devices, including but not limited to cellular telephones, Blackberries, iPhones, iPods, handheld computers, MP3 players and electronic games during classes, study halls, assemblies and other school activities.
 - a. During classes (including Advisory/AST) and school activities, all such devices must be turned off and put away.
 - b. The only exception to this rule is when a teacher or staff member specifically authorizes students to use such a personal electronic device for a specific school purpose (such as entering an assignment in a PDA).
 - c. If this rule is violated, the teacher may refer the student to administration. Discipline may be imposed as provided below.
2. High school students may use electronic devices before and after school and during lunch periods. Cellular telephones must be kept silent to avoid disrupting others.
3. Students may use electronic devices on field trips and during extracurricular activities only if authorized by the staff member in charge.
4. The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms and classrooms. Where students are allowed to use electronic devices, they are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other Internet site such as YouTube. Students who violate this policy may have their cell phones confiscated and returned to their parents.

5. Any use of cell phones and other electronic devices by employees and students that violates any Board policy/procedure or school rules is strictly prohibited. In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.
6. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion that the individual is violating Board policies/procedures and/or school rules. An administrator may maintain possession of an electronic device as long as is reasonably necessary for evidentiary purposes.
7. Students violating these rules will be subject to discipline, which may include:
 - a. Not being allowed to bring electronic devices to school;
 - b. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.
8. Evidence of illegal activities involving electronic devices will be referred to appropriate law enforcement authorities, and an administrator may give a device to law enforcement authorities upon request when appropriate.

Dance Procedures

Students may bring guests to school dances by signing them up in the SAO and obtaining a Dance Permission Form. All guests must be in the 9th grade or higher, and they may not be more than 19 years old. Administration will consider guests for the Senior Prom older than age 19 through an interview process. Additionally, Mt. Ararat students must present their student ID cards at the door. Once inside, students may not leave the school building. If they do, they will not be allowed to return. Students are advised that dancing which is overtly sexually suggestive will not be tolerated. Offending students will be given one warning and then asked to leave the dance. Parents will be notified.

Dress Code

The way we dress sets the tone for how we look at ourselves and how others look at us. However, the clothing we wear in school is not strictly about self-expression as distracting clothing can interfere with teaching and learning. It is the school's expectation that attire for both students and staff will be appropriate for a workplace setting and consistent with an orderly

process of education. The school administration will make the final determination as to what constitutes acceptable school attire.

The following items do NOT constitute acceptable school attire and are not allowed:

1. Articles displaying indecent or suggestive writing, pictures, or slogans
2. Articles that advertise or promote drugs, alcohol, tobacco, or sex
3. Articles that depict or suggest violence
4. Articles that contain or suggest language or depictions derogatory to a person or group
5. Articles that could cause damage to school property or that may be used as a weapon, i.e. chains, spiked collars and wristbands, cleats
6. Headwear* such as hoods or bandanas
7. Clothing with tears or holes which inappropriately expose flesh or underwear
8. Mesh or see-through clothing
9. Open-back tops, halter tops or tube tops.
10. Exposed midriff or cleavage
11. Skirts that are less than “fingertip” length
12. Open-sided tee shirts or sweatshirts
13. Underwear that is visible
14. Pajamas/sleepwear or slippers
15. Sunglasses
16. Bare feet are not permitted and shoes must be worn at all times.

*Headwear: Students can wear hats and caps before and after school, at lunch, and in the halls between classes. Hoods and bandanas are not approved headwear at MTA. Women’s hair accessories are not defined as headwear. Headwear is not approved for classrooms; each teacher will develop rules for headwear/hats in their individual classrooms. Headwear should also be removed for school assemblies and meetings. Teachers will discuss expectations regarding hats in their classrooms with students. Students are expected to follow classroom expectations. Failure to comply with classroom rules will be treated as defiance and/or insubordination. Exceptions would be headwear serving religious purposes or worn for medical reasons.

Students who do not comply with the dress code will be asked to cover up with a jacket or may call home for suitable clothing. Students who refuse to change or are repeat offenders will be regarded as insubordinate and face consequences as such under the Discipline Code.

Excessive Displays of Affection

Students are asked to refrain from excessive displays of affection in school. In order to avoid the embarrassment of being redirected by staff or administrators, please limit physical contact to holding hands and casual hugs.

Fighting and Bystanders' Responsibility

In nearly all cases, both students involved in a fight bear some fault for the situation leading up to the fight or for the fight itself. Thus, in nearly all cases, both students involved in a fight will be suspended. It is the responsibility of students in a conflict situation to seek assistance from adults to make sure a conflict does not boil over into a fight.

If there is a physical or verbal confrontation between two or more students in school, it is the responsibility of all students in the area to provide assistance by getting additional adult help to any staff member who requests it. Failure to assist when asked will result in suspension. Students who cheer, video or take photos of a fight or confrontation may face disciplinary action.

Harassment

The M.S.A.D. No. 75 Board of Directors believes that every student is entitled to respect, as an individual, from all other members of the school community. In support of this belief, the Board of Directors recognizes the right of each student to learn and to participate in an environment free of intimidation, ridicule, and hostility, as provided under State and federal law and District policy. In support of this right, M.S.A.D. No. 75 prohibits harassment or ridicule of students based upon race, color, sex, sexual orientation, religion, age, national origin, or handicap. All students should be advised that they may contact any employee of the School District to report instances of harassment or ridicule. Students should also be advised of the importance of informing the harasser that his/her behavior is unacceptable. A staff member who is informed of an instance of possible harassment shall contact the principal of the school as quickly as possible. The principal shall notify the Superintendent and immediately undertake an investigation of the matter and take (interim) action as may be required.

The process used by administration in dealing with instances of harassment include a four-stage process.

1. Report Stage. All students should feel free to report any incident of

harassment to any adult in the building. That information will be forwarded to the Assistant Principal, who will meet with the student along with a counselor. The student will be asked to complete a Harassment Incident Report, which will be kept confidential.

2. Informal Adjustment Stage. After a report has been completed, the Assistant Principal and/or the counselor will encourage the student to take one of the following three steps involving communicating with the harasser and asking for the conduct to stop: 1) a face-to-face meeting in the presence of the counselor and/or Assistant Principal, 2) a peer mediation between the students involved provided both agree, or 3) the writing of a letter by the student to the harasser describing the incident and the student's reactions to it, including a request that it stop. That letter will be shared with the harasser in a meeting with the Assistant Principal and/or counselor. No matter which method is chosen during this stage, any agreement that is reached will be reduced to writing. All communications at this stage between the students are confidential. Breach of that confidentiality will be treated as continuing harassment.

3. Formal Investigation and Report. If the incident involved is especially severe or if the harassment continues after informal adjustment, the Assistant Principal will conduct a prompt formal investigation, including talking to witnesses, and will issue a report and recommendation to the Principal and Superintendent. If the Assistant Principal concludes that harassment has occurred and is continuing despite the efforts at informal adjustment, the harasser will normally be suspended, and may be recommended for expulsion. In addition to school consequences, the harassing student may be referred to local law enforcement for criminal investigation under Criminal Statutes of the Maine Civil Rights Act.

4. Principal/Superintendent Stage. The Principal and/or Superintendent will take such additional measures, up to and including bringing the matter to the Board of Directors for consideration of expulsion, as may be necessary to stop the harassment.

Headphones

Headphones may be worn with some restrictions. During academic time (classes and "structured" study halls) teachers may allow students to wear headphones during periods of quiet, independent work when they feel that it is appropriate to do so.

Insubordination

Insubordination occurs when a student blatantly refuses to obey a clear and

reasonable directive from any school staff person. Because it poses a grave threat to the ability of the administration and staff to govern the school and maintain an orderly learning environment, insubordination cannot be tolerated and will be treated as a serious offense.
(Refer to Student Behavior and Discipline Code, Level Three.)

Lost and Stolen Property

Students and parents are reminded that Mt. Ararat High School cannot assume responsibility for property that is lost or stolen at school, and that students bring items such as iPods, cell phones, laptops, expensive clothing and accessories, excessive cash, etc. to school *at their own risk*.

Non-School Behavior

The school reserves the right, consistent with the law, to impose school consequences for out-of-school behavior where that behavior suggests a safety risk to our students or staff.

Searches

School administrators have authority to search a student if they have reasonable suspicion that the student may be in possession of any item prohibited in school. Searches will be conducted and documented in accordance with District policy listed below. If administrators have reasonable suspicion that a student may be under the influence of any prohibited substance, they may require the student to submit to tests administered by the school nurse. Administrators, in conjunction with local law enforcement, may conduct canine searches for illegal substances in accordance with District policy.

The Board recognizes its responsibility to ensure that discipline is maintained in the schools and that a safe, orderly environment conducive to the educational process is preserved. Therefore, school officials may conduct reasonable searches of students and their possession, when in their judgment, there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the Law or the policies or regulations of the school. The search must be reasonably related in scope to the circumstances which precipitated the search, and the school official conducting the search shall take into account the age and sex of the student and the nature of the alleged infraction.

Lockers and other storage facilities on school premises are school property and shall remain at all times under the control, custody, authority and

supervision of the school authorities. Students will have prior notice that lockers and other storage facilities made available to them for temporary storage of their personal possessions remain under the control and ownership of the school administration and that the school administration has the right to search lockers, desks and other storage facilities for items which violate Law, school policies or regulations. Students will be asked to sign a statement acknowledging their understanding of this. Such searches may be conducted as part of a program of random searches or when reasonable grounds exist to suspect that the search will reveal evidence that the student has violated or is violating the Law or the policies and the rules of the school. Searches in response to reasonable grounds may be conducted by school officials as a result of a patrol of school premises by dogs trained to detect drugs or weapons. Only the Superintendent may determine when a canine patrol and any resulting search may be conducted.

Student parking on school grounds is a privilege. Student vehicles on school property may be searched by the administration or law enforcement officials when there are reasonable grounds for suspicion that the search will reveal evidence that the student has violated or is violating the Law or the policies or regulations of the school. Students will be asked to sign a statement acknowledging their understanding of this policy.

ADMINISTRATIVE PROCEDURE: STUDENT SEARCHES

The following protocol will be observed when conducting searches of students:

- (1) When the school official has reasonable suspicion that a student has possession of any items which violate law, school policies or regulations, he/she will call the student to a private location, if practical, and in the presence of a second staff member, inform the student that there is reason to believe that he/she is in possession of such items.
- (2) During any search of a student's person, i.e., a pat-down search or a search of garments being worn by the student except outer coats, sweatshirts or the like which may be removed and searched, the Principal and/or Assistant or designee will be present along with one other adult employee of the school, who will be of the same gender as the student being searched; and such search will be conducted in an appropriate private area, if practical.
- (3) During any search of property belonging to the student, the school official shall ask the student to open and fully reveal the contents of any container, compartment, bag or other item. If the student refuses to open the item or fully reveal its contents, the school official shall open and search the item to reveal its contents.

(4) Any items which are illegal, prohibited by school policies or regulations, or which in the reasonable judgment of school officials, represent a threat to the safety and welfare of the school population may be seized by school authorities.

(5) The seizure or confiscation of items located in a locker shall be accompanied in the following manner:

- Each item seized must be identified in a written receipt issued to the student.

- If items are found which are illegal, the police shall be called and such items will be turned over to the police. Such other items which are seized shall be secured in a locked desk, cabinet, vault or office.

- The Principal or his/her designee shall prepare a report indicating the time and place of the search, who was present at the search, what items were seized as a result of the search, and the disposition of such items.

- A copy of this report shall be given to the student, the student's parent/guardian and the Superintendent, no later than the next school day following the search. In complying with this section as regards notification to the student's parent/guardian, it shall be sufficient that the parent/guardian shall be orally notified of the search on the day it is conducted, and a copy of the report is mailed by the end of the next school day.

If a school official has reason to believe that a student is under the influence of alcohol or any illegal drug, the official may require the student, in addition to any other steps which are authorized by this policy, to submit to a non-intrusive testing protocol conducted by the school nurse or other certified school personnel.

A more expansive search of a student's person is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises are threatened. Such a search should be conducted in private by a school official of the same sex, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by these procedures.

The following protocol will be observed when conducting canine searches and searches of student lockers and their contents.

1. When the Superintendent has reasonable suspicion that a student(s) has possession of any items which violate law, school rules or regulations, he/she

shall determine when a canine patrol or search will be conducted.

2. The time of the canine patrol will be chosen to create the least disruption to the academic program. The dogs will be brought in to the school at a time and in areas of the school where they will not be likely to encounter students.

3. There will be a code that will alert teachers to the fact that dogs are in the school, and teachers will refrain from issuing hall passes during this period.

4. As the dogs scan the lockers, if they identify a locker or lockers where there may be drugs or weapons, the administrator will make note of those lockers and continue the scan.

5. After the dogs have scanned the lockers, the dogs will be removed from the building.

6. The administrators of the school (Principal and Assistant Principal or identified designee) will immediately follow up on the scan by searching the lockers identified by the dogs.

7. There will always be two staff members present during any search of students or lockers or their contents.

8. If practical, a student shall be present during a search of the locker assigned for his or her use. The school official should first request that the student open and reveal the contents of any container, compartment, bag or other item stored in the lockers. To the extent that it is practical, this inspection should take place away from the lockers in a less public location. If the student refuses to open the item, the school official shall open and search the item to reveal its contents.

9. Any items which are illegal, prohibited by school officials or regulations, or which in the reasonable judgment of school officials, represent a threat to the safety and welfare of the school population may be seized by school authorities. In case of seizure of items, the protocol described above concerning documentation and notification regarding student searches shall apply.

Substance Abuse Policy

Students found in possession of alcohol, controlled substances, illegal drugs, intoxicants, imitation controlled substances or paraphernalia or showing the effects of alcohol or other drugs on school grounds or at school-sponsored functions shall be suspended by the principal or the principal's designee to a

maximum of ten (10) school days. Students who choose to be involved in the student substance abuse assistance program may be readmitted to school on the recommendation of the principal following a conference with the student and his/her parent or guardian. Students refusing this option shall receive a suspension of ten (10) school days or expulsion.

Tobacco Use Policy

Tobacco is the number one killer and is the leading cause of preventable death in Maine. In order to reduce the high incidence of tobacco use, promote health and safety of all students and employees, promote the cleanliness of all facilities, the Directors of MSAD#75 prohibit the use, distribution and sale of tobacco products or products that imitate tobacco products in school buildings, on school grounds, on school buses and at school sponsored functions at all times by all persons. "Tobacco products" includes but is not limited to cigars, cigarettes, chewing tobacco, e-cigarettes, and bidis. In addition, students are further prohibited from possessing tobacco products in school buildings, on school grounds, on buses and at school-sponsored functions at all times. The school dress code prohibits students from wearing and/or displaying any type of tobacco promotion materials. The complete policy is available in the School Board section of the District website: <http://msad75.schoolfusion.us/>

SECTION VI: EXTRA-CURRICULAR ACTIVITIES

Philosophy

Extra-curricular programs are an important component of student life at Mt. Ararat High School, providing learning opportunities that complement the academic curriculum. While the importance of these opportunities is recognized, the extra-curricular program shall be secondary to the academic program.

The Mt. Ararat faculty believes that the development of critical life skills through participation in the extra-curricular programs will assist each student in meeting the demands of a diverse society in which innovation, adaptability and fulfillment of aspirations are key elements of success.

There are two types of extra-curricular activities available at MAHS. Interscholastic sports and school-sponsored activities have academic eligibility requirements, outlined below.

Students are reminded that when they are involved in interscholastic events, the highest level of conduct and sportsmanship is expected. This expectation

applies to both participants and spectators. Inappropriate behavior or language can result in consequences including suspension or ejection from teams or activities, or revocation of the privilege of attending future events.

Extracurricular Activities

Anime

Japanese Animation

Aquila

Student literary magazine

Art Club

School-related art projects

Archery Club

After school activity

Big Brothers/Big Sisters

Student mentor program, during and after school

Civil Rights and Social Justice League

Activities to raise awareness and help build culture of tolerance during and after school

Envirothon

Environmental competition; after school

Gay/Straight Alliance

Working to promote understanding, tolerance, and inclusion

Interact Service Club

After school

Math Team

Interscholastic math competition

Mt. Ararat Stage Company

Student theatrical productions

NHS

National Honor Society*

SLAC (Student Leadership Advisory Council)

During and after school

Science Club

Students participate in knowledge and problem solving competitions

Student Senate

Student government organization

Yearbook

Year round involvement

* National Honor Society Selection Procedure

The National Honor Society at Mt. Ararat High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is

open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each November. Students in the 11th and 12th grades are eligible for membership.

Requirements

Cumulative GPA of 3.25 or better

Ten hours of documented school or community service during the calendar year (since January 1) during which the student applies for membership in NHS. Service is considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation.

Evidence of positive leadership activities and exemplary character:

Leadership

The Faculty Council interprets leadership in various contexts, including but not limited to the offices held in school or community organizations, athletic team captains, section leaders in band and chorus, committee chairs in student groups, etc. The Faculty Council will also consider leadership in less objective terms.

Character

The Faculty Council will consider the positive as well as the negative aspects of character. A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship. To evaluate a candidate's character, the Faculty Council uses two primary forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's qualifications relative to the NHS selection criteria.

Applications for membership may be submitted by eligible students and will be carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection by December 1.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings, and participation in chapter service projects as well as continuing individual service projects.

More detailed information regarding NHS selection and the NHS Chapter Bylaws are available at: mta.link75.org

Fall Sports (fall sports start August 15. Times and dates are published in the *Times Record*.) The Athletic Trainer for all sports is Kate Anagnostis.

Sport

Golf
HS Cross Country
Varsity Boys Soccer
JV Boys Soccer
Frosh Boys Soccer
Varsity Girls Soccer
JV Girls Soccer
Varsity Field Hockey
JV Field Hockey
Varsity Football
Asst. Football
Asst. Football
Asst. Football
Asst. Football
Fall Cheer (Co-Ed)

Coach

Gerry Caron
Diane Fournier
Jack Rioux
Tom Fournier
Tyler Pelletier
Sam Chard
John Labbay
Krista Chase
Jessica Brox
O'Neil LaPlante
Frank Burila
Dick DiMare
Matt Haskell
Leon Perreault
Christine Mecham

Winter Sports (Winter sports start November 21.)

Sport

Varsity Boys Basketball
JV Boys Basketball
Frosh Boys Basketball
Varsity Girls Basketball
JV Girls Basketball
HS Cheering (coed)
Indoor Track
Indoor Track Asst.
Indoor Track Asst.
Varsity Boys Ice Hockey
Varsity Girls Ice Hockey
Varsity Boys & Girls Nordic Ski
HS Girls Swimming
HS Boys Swimming
HS Wrestling (coed)
Wrestling Asst.

Coach

Steve Cox
Dave Dubreuil
TBA
Andy Morris
Sara Morris
Christine Mecham
Diane Fournier
Cuyler Holden
Mike Ludwig/Stu Palmer
A.J. Kavanaugh
Ron Hutchins
Julie St. Pierre
Tracy Doviak
Jackie Cobb
Erick Jensen
Mark Nowak

Spring Sports (Spring sports start March 27.)

Sport	Coach
Varsity Baseball	Bob Neron
JV Baseball	Dan Hemdal
Frosh Baseball	Scott Ford
Varsity Softball	Brooke Cox/Al Graffam
JV Softball	Kelly McCarthy
Boys Track and Field	Stu Palmer
Girls Track and Field	Diane Fournier
Asst. Track and Field	Cuyler Holden
Asst. Track and Field	Mike Ludwig
Girls Tennis	Sheila Bohlin
Boys Tennis	Don Foley
Boys Varsity Lacrosse	Matt Haskell
JV Boys Lacrosse	Tom Fournier
Girls Varsity Lacrosse	Sam Chard
JV Girls Lacrosse	John Labbay

Note: a sports season is defined as the time from the first organizational meeting until the end-of-season awards banquet.

Academic Eligibility

Eligibility to participate in school activities is determined by quarter grades as follows:

1. **Unconditional Eligibility.** A student passes all courses for the quarter and earns a GPA of at least 1.70.

2. **Conditional Eligibility.** A student earns a GPA less than 1.70 but passes all classes OR fails no more than three (3) subjects. Conditionally eligible athletes will miss countable athletic contests depending on the length of schedule (see next page):

Number Of Countable Events To Be Missed:

12 or less countable events

1 Failing grade = 1 event

2 Failing grades = 2 events

3 Failing grades = 50% of competitive season

13 or more countable events

1 Failing grade = 2 events

2 Failing grades = 4 events

A student passing all classes with a GPA below 1.7 will be treated as if they failed one class.

Practice is allowed during that period. Conditionally eligible students involved in activities will miss an equivalent amount of participation in activities. Conditionally eligible students must sign an academic performance contract requiring the following:

- Student must agree to turn in academic progress reports, on time, each Friday, for the remainder of the quarter to be eligible for any competition the following week.
- Progress reports, in order to be acceptable, must indicate:
 - ✓ All homework was turned in for each class during the week
 - ✓ No unexcused absences from any class or study hall
 - ✓ Courtesy and cooperation with teacher and classmates in each class
 - ✓ Active participation in each class
 - ✓ Demonstrated effort to pass each class

Failure to meet these responsibilities will result in suspension from activities for a period of one week, beginning that Friday (2:30PM) and ending on the following Friday (2:30PM).. Conditionally eligible athletes may still practice during this period. Upon the *second* unsatisfactory report, the student will be suspended for an additional week. Upon the *third unsatisfactory* report, the student will forfeit membership in the activity for the remainder of the quarter.

Athletic monitor sheets need to be turned in to the Athletic Director. Student Activities monitor sheets need to be turned in to the Student Activities Coordinator.

3. **Ineligibility.** A student who fails four (4) or more subjects is ineligible.

Attendance and Eligibility

A student may not participate in an athletic or extracurricular activity event unless the student is present in school throughout the entire day of the event. The only exception is where the student misses no more than one-half the day due to a previously scheduled medical appointment.

General Athletic Participation Guidelines

Participation in all MTAHS teams is a privilege and not a right. Failure to follow school rules, athletic department participation rules or individual team rules can lead to suspensions from play or dismissal from teams. Any athlete who participates on MTAHS teams does so with this understanding.

All athletes must provide documentation of having had a complete physical examination once in the last two years prior to any athletic participation. In addition, all athletes must provide proof of health/accident insurance in order to participate. Low-cost accident insurance is available through the school.

All athletes must fill out and return a Medical Questionnaire, Consent Form, and Medical Emergency Card prior to participation.

All athletes must have two weeks of physical conditioning prior to participation in any regular season contest.

All athletes must agree to abide by the Athletic Substance Use Policy. (Outlined in Athletic Handbook.) Failure to do so will result in suspension or dismissal from teams.

All athletes must take at least five full-time subjects and must meet academic eligibility requirements in order to qualify for participation. (See conditions outlined previously.)

All MAHS athletic equipment, supplies and uniforms loaned to athletes must be returned immediately at the end of each season of participation. Failure to do so may result in loss of school privileges, full monetary restitution, prevention from future athletic participation and/or withholding of graduation diploma. Athletes who intend to participate beyond high school at the Division I or II level must fill out and mail in a NCAA Clearinghouse form prior to graduation. Forms are available in the Counseling Office.

Other Athletic Rules

Copies of the complete rules, policies and procedures pertaining to participants in Mt. Ararat High School Athletics are available from coaches or from the Athletic Director.

School Fundraising Policy

All fundraising events to be held in school must be approved in advance and scheduled by the School Activities Coordinator. MSAD No. 75 policy as well as federal and state regulations prohibit the sale of food and beverages to students during the school day other than the School Nutrition Program. All groups conducting fundraisers involving food will be provided with a suggested list of products which they are encouraged to incorporate into their fundraising efforts. Under no circumstances will individual students be allowed to sell food or merchandise for personal profit at school.

SECTION VII: M.S.A.D. #75 POLICY INFORMATION

Hazing Policy

Maine statute defines hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school or school personnel.” It is the policy of the Board of Directors that 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. No administrator, faculty member or other employee or the school unit shall encourage, permit, condone or tolerate hazing activities. No student, including leaders in student organizations, shall plan, encourage or engage in hazing activities. 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. Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action which may include suspension, expulsion or other appropriate measures.

Affirmative Action Policy Statement

M.S.A.D. No. 75 does not discriminate on the basis of race, color, national or ethnic origin, religion, gender, sexual orientation, marital or parental status, age or disability in its employment or in the administration of its educational policies and programs.

Inquiries and/or grievances concerning the above statement should be directed to any or all of the following:

Debra Anderson, Affirmative Action Coordinator
M.S.A.D. No. 75
50 Republic Avenue, Topsham, ME 04086
Telephone: (207) 729-9961

Maine Human Rights Commission
51 State House Station
Augusta, ME 04333-0051
Telephone: (207) 624-6050

U.S. Department of Education
Office of Civil Rights

John W. McCormack Post Office & Courthouse Building
Post Office Square
Boston, MA 02109
Telephone: (617) 223-9967

Student Records

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:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

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

2. 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. #75 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 District decides not to amend the record as requested by the parent or eligible student, the District 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.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

U.S. Department of Education
Family Policy Compliance Office
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

5. M.S.A.D. #75 reserves the right to make public personally identifiable information from the education records of students if that information is designated as “directory” information. Directory information includes the student’s name, major field of study, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, honors and awards received, and the most recent previous school attended.

If a parent or adult student does not want the above directory information released, please inform the school principal in writing by the first day of school each year.

School Ceremonies and Holiday Observances Policy

M.S.A.D. #75 schools reflect an increasingly diverse society with many religious, ethnic and cultural traditions and beliefs that are meaningful to the students and adults in our communities.

Holidays and traditions provide the opportunity for confirmation and hope to individuals and families, and provide rich opportunities for learning. It is the responsibility of the schools to create awareness of and increased sensitivity to our diverse society, in order to establish and maintain a comfortable climate for learning throughout the entire school year for all students and adults.

The M.S.A.D. #75 Board of Directors encourages all those involved in educating our children to be aware and knowledgeable of religious diversity and cultural differences.

Religious holidays may be seen as opportunities to teach about religion, history and culture. The celebration of religious holidays in the classroom or school-wide is not appropriate. The exploration of religious holiday practice must take into account the existence of religious diversity in our society at large and should not be limited to one time of the year. The study of religious holidays should serve academic goals, as outlined in the District Learning Results, of educating students about family traditions and their relationship to culture, cultural differences and similarities, as well as about the beliefs and practices of various religions. Holiday symbols may be used within this educational context. They should not be used as decorations.

This does not apply to personal choices about dress. Careful consideration should be given of holiday symbols that may be regarded by some as secular and by others as religious.

Guidelines:

- On a yearly basis, a calendar with dates of major religious holidays will be distributed to and reviewed with all District employees and distributed to all parents.
- Students and their families should not feel that a gift or card to the teacher is expected or "the thing to do." If gifts are given, they should be handled in a private, sensitive way, preferably outside of class time.
- All school absences, including from extra and co-curricular activities, resulting from religious holiday observances shall be excused absences. District employees must permit students who are excused from school and/or activities because of religious holiday observances to make up any class work, exams, or other obligations in a way that does not penalize the student because of his/her religious beliefs.
- Schools will make a concerted effort to avoid scheduling major school events during religious holidays.

Application of the Policy:

- This policy does not apply to student or District employee dress. Established dress codes remain in effect at all times.
- This policy does not limit any private conversation regarding religious matters. Educational programs and activities are in no way affected by this policy.
- This does not apply to the selling of holiday materials as fund-raisers as long as it is not excessive. Fund-raisers need to be sensitive to the religious affiliations of those who might sell the items and those who might purchase them.
- This policy applies to all District-owned and leased buildings with the exception of spaces leased by third parties not affiliated with or funded by the District.

M.S.A.D. #75 Integrated Pest Management Policy

M.S.A.D. #75 desires to prevent unnecessary exposure to children and employees to pesticides and reduce the need to rely on pesticides when managing pests. It is the policy of M.S.A.D. #75 to only use pesticides when pests have been identified and their presence verified. Selection of treatment options or corrective actions will give priority to least-risk actions whenever possible to provide the desired control of pests. Education of staff, students, employees, and parents about IPM will be included to achieve desired objectives. When it is determined that pesticides are needed, only products

registered for use in Maine will be used, and they will be used only in strict accordance with the product label. Further, only individuals properly licensed by the Maine Board of Pesticides Control will use pesticide products. Our policy prohibits the use of any pesticide by unlicensed staff except to control stinging insects that pose an imminent threat to human health on school grounds, or disinfectants used for routine cleaning. It will be this school's policy to make the appropriate notification and posting as well as to keep records of all pesticide use and other pest control actions. A copy of our full School IPM Policy Statement and School IPM plan will be maintained in the principal's office and available upon request.