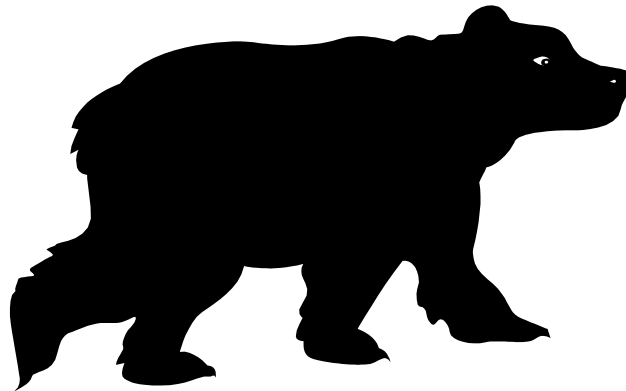


MARANACOOK
COMMUNITY
HIGH SCHOOL



STUDENT HANDBOOK
2016-2017

RSU#38

"A Caring School Community Dedicated to Excellence"

2250 Millard Harrison Drive

Readfield, ME 04355

207-685-4923



Maranacook Community School
 2250 Millard Harrison Drive
 Readfield, ME 04355



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DIRECTORY

Superintendent.....Donna Wolfrom,Ed.D.
 Special Education Director.....Ryan Meserve
 Principal.....Dwayne Conway
 Student Services.....Al MacGregor
 Assistant Principal.....Kristen Levesque
 Guidance, (A-L).....Kim Radley
 Guidance,(M-Z).....Sara Chisholm
 Food Services.....Jeff Bridges
 Transportation.....Curt Morse
 Health CenterRebecca Reynolds
 Adult/Community Ed.....Steve Vose

MCHS Affirmative Action Advocates:
 Deans of Students

TELEPHONE NUMBERS:

High School 685-4923
 Fax 685-9597
 Superintendent’s Office 685-3336
 Transportation 685-3621

SCHOOL CODE: 200847

WEB SITE: www.maranacook.org



MARANACOOK COMMUNITY HIGH SCHOOL

RSU#38
2250 Millard Harrison Drive
Readfield, Maine 04355
Office (207)685-4923
Fax (207)685-9597

Dwayne Conway, Principal
Al MacGregor, Athletic Director

Kristen Levesque, Assistant Principal

Kelly Thompson, Office Coordinator
Kimberly Radley, Guidance Chair

Dear students and families,

The policies and procedures contained in our student handbook are intended as guidelines for a successful year at our community high school. It is important that you carefully read the handbook to become familiar with it. Please be aware that this handbook is intended to provide general information. It is not meant to and cannot contain all information and regulations regarding school programs and procedures.

It is so important to all of us at the high school that all our students have a great school year. Part of having a great school year means showing up to school every day, ready and willing to work. Additionally, it's important to be involved in all that high school has to offer including our dual enrollment programming.

Please take note of our cell phone policy. We know that cell phones are incredibly personal devices for many of our students. **However**, we will not allow them to disrupt the educational environment. Student's cell phones must be on silent and put away during class time. Class time includes study halls and focus time as well as **any** other content classes. Violation of this policy will result in the student's phone being brought to the office for the first offense and require parent pick up of the cell phone, as well as an office detention for the student, if there is a second offense.

We want all students to know that we are completely invested in them. Part of that investment means we are willing to hold them accountable. It takes a far greater investment to hold someone accountable for their actions then it does to look the other way. At the high school, we hold students to the rules and policies because we care about them and want them to become healthy, productive citizens.

If you have any questions, please feel free to contact us. We want you to have a great school year and we know you will. On behalf of the Maranacook Community high School staff, welcome to the 2016-17 school year. We are excited to have you here!

Dwayne A. Conway
Principal

Kristen Levesque
Assistant Principal

MARANACOOK COMMUNITY HIGH SCHOOL

A Caring School Community Dedicated to Excellence

A complete listing of district policies can be accessed on the district web site www.maranacook.org

CORE VALUES AND BELIEFS STATEMENT AND STUDENT EXPECTATIONS FOR LEARNING

The purpose of Maranacook Community High School is to create an environment where every individual can flourish academically and socially. Through respect, knowledge, and responsibility, the school community promotes character building, 21st century skill development, and personal fulfillment.

- Students will be responsible, trustworthy, and honest citizens and be effective, fair, ethical, and skilled collaborators.
- Students will be clear and effective communicators.
- Students will be creative and innovative learners.
- Students will be active, engaged, and motivated learners.
- Students will be rational, explorative, and creative problem solvers.

*****The fulfillment of our core values, is assessed with our HOW rubric*****

ACCESS TO STUDENT RECORDS

(Refer to Student Education Records Policy JRA and Student Education Records Procedures JRA-R)

Any parent or legal guardian of a student enrolled at Maranacook may inspect and review educational records dealing with the student following a prescribed procedure on file in the guidance office. At the age of 18 years, a student inherits all rights previously granted to parents. Requests for directory information by military recruiters and institutions of higher education must be honored unless written request to not release information is received. Information is available to newspapers for honor roll, school & sports events, and school-sponsored publication.

ADVISOR SYSTEM

The advisor system is a comprehensive support system for students, parents, family members, and staff members. Advisee groups meet on a daily basis for homeroom and special activities during the year. The advisee system encourages students to:

1. Understand themselves and others better
2. Identify their interests, values, needs and abilities
3. Develop positive self-images
4. Participate in academic programs that meet their individual needs and goals
5. Acquire life skills
6. Encourage honesty, integrity, and responsibility

The advisor system requires the commitment from students, parents, family members, and staff. Advisee activities are an essential part of our program and attendance is required.

GRADE SPECIFIC FOCUS

- | | |
|------|---|
| 9th | Decision-making and problem-solving skills |
| 10th | Course selection and career requirements |
| 11th | Leadership skills, personal and group responsibility, community service |
| 12th | Post-secondary plans |

ATTENDANCE

(*Refer to Compulsory Education Policy JEA and Truancy Policy JHB)

Regular student attendance is essential for academic success. **Attendance is required in all classes, study halls, homeroom and scheduled advisee time.** Excused absences, in accordance with State law, are defined as the following:

- Personal illness
- Appointment with a health care professional
- Observance of a recognized religious holiday
- A family emergency
- A planned absence for a personal or educational purpose

NOTE: A planned absence form must be submitted to the Dean of Students 3 days prior to the activity.

ATTENDANCE PROCEDURES

Rationale and Overview

At Maranacook Community High School, we believe the essence of our educational programs occurs in classrooms with skilled teachers. Explanations, clarifications, discussions, opportunities for feedback, and group tasks are invaluable components of an effective learning environment. Students who miss school are generally at greater risk of reduced academic performance.

Regular attendance is critical to the learning process and academic success. Parents and guardians should be aware that four or more absences in a semester may have a significant negative effect on a student's academic progress since there is a clear connection between student achievement and attendance. Students preparing themselves for their life work need to regard punctuality and attendance as fundamental for later success. Irregular attendance is detrimental both in school and in life. Our objective is to do what we can to help students achieve success throughout their high school experience. We recognize in order to achieve this we must establish a partnership with our students and their care-givers.

The goal of our attendance program is to:

- increase student success by promoting daily attendance, and
- help students develop responsibility in preparation for attendance expectations in their future careers.

GENERAL PROCEDURES FOR PARENTS

ALWAYS LET US KNOW WHEN A STUDENT WILL NOT BE IN SCHOOL. THIS IS A SAFETY ISSUE.

Absence by a student means a missed learning opportunity which is impossible to entirely regain. All absences require an explanation from parents/family members in accordance with district and school policy. Absences fall into three main categories: excused, explained unexcused, and unexcused. All have consequences for students.

Absent or Tardy

Call the attendance line 685-4923 (Press 1 for the high school and then press 8 for the attendance line) to report that the student will be absent or late. At this time, the parent must state the reason for the absence. Failure to do so will result in an unexcused absence.

- If a parent/family member has not called the school to report an absence or tardiness, the student must bring in a NOTE with his/her name, grade, date, reason for absence or tardiness and the signature of a parent/guardian. Students are expected to bring the note on the day they return to school. Upon returning to school, students will be provided an attendance pass to be shown to teachers. *Absences will not be changed to excused if the note is not received within three days of the student's return to school.*
- **If a student is absent from Homeroom and Period 1 class without notification from a parent/family member, a phone call will be generated to the family at 9:30 a.m. by PowerSchool.**
- Students who are tardy to school or are returning from appointments are required to sign-in to the front office immediately upon their arrival. The student will receive an attendance pass to give to the teacher.

Early Dismissal

- To be dismissed early or for a portion of the day, the student must bring a note stating his/her name, grade, date, reason for and time of the early dismissal with the signature of a parent/family member to the front office before the beginning of the school day. A dismissal pass will be issued to the student to give to the teacher.
- The person picking up the student must come into the main office to sign out the student.
- **NO STUDENT WILL BE RELEASED TO AN ADULT WHO IS NOT AUTHORIZED BY A LEGAL GUARDIAN IN EITHER WRITTEN OR VERBAL FORM TO PICK UP THE STUDENT.**
- All students are required to check out through the front office if leaving the school before the final bell.

Planned Absence

- It is important for students, parents, and guardians to plan activities around the school calendar so that students do not miss out on classroom instructional activities. Planned absence forms are available in the front office and must be completed according to the guidelines.

Athletics/Activities Attendance

- Students must be present the **entire school day** in order to be eligible for practice or competition. Exceptions will be made for family bereavement or emergencies, medical/dental appointments, legal appointments, school-related activities, or other excused absences arranged in advance through a building administrator.

TYPES OF ABSENCES

- **EXCUSED:** All student absences require a written note, phone call or parent visit to school explaining the reason for being absent. Any student absence that is not excused within three (3) days of the student's return to school will not be excused (unless approved by an administrator). If a student is absent for five (5) days or more due to illness or health conditions, the school will need a note from his/her doctor or health provider or the absence may be classified as unexcused. **The teacher** must provide the student with the opportunity to make-up unless otherwise arranged with the teacher. Students should make every effort to minimize all absences including excused absences. When a student is absent from school, **the parent/legal guardian must send a written note** to the school upon the student's return from the absence or have direct contact by phone acknowledging each date of absence.
- **EXPLAINED UNEXCUSED:** Absences, even with parental permission, which do not meet the criteria for excused absences, are explained unexcused. The teacher should make note of these absences but must not withhold the student's educational program by preventing them from submitting work or making up missed tests. The teacher can, however require students with unexcused absences to schedule make-up work before or after regular school day or at lunchtime.
- **UNEXCUSED: An unexcused absence is cause for disciplinary action.** Teachers will respond to unexcused absence as outlined below and will keep records in Powerschool. A record of all actions taken will be maintained. Advisee time is considered a class. If a student is late or unexcused, the following responses will occur. Poor attendance has consequences.

RESPONSES TO ABSENCES AND INTERVENTIONS

- *If a student skips part of or the whole of any class, a detention will be issued.
- * If a whole day is skipped it will result with in school or out of school suspension. An Administrator will call home. The student will be responsible to complete an action plan form (located in front office) by the end of the next school day. This plan needs to be arranged with appropriate staff. If this Action plan is not completed by the student and signed by teachers, a zero will be given for the missed work.
- * More than one unexcused absence may result in a meeting with an Administrator and parents. Appropriate action will be determined at this time.
- *7 consecutive days or 10 full days of unexcused absences will result in a Truancy letter. An action plan will be set up with appropriate members.
- * All unexcused absences may reflect in a unfavorable HOW score.

GRADUATION REQUIREMENTS

Each student is required to take a minimum of 6 courses each semester. Twenty-two credits are required for graduation. Students must successfully complete the requirements to participate in the graduation ceremony. Required credits for graduation must include:

English.....4	Health..... ½
Social Studies.....3	Physical Education...1 ½
Mathematics.....3	Computer ½
Science.....3	Electives..... 5 ½
Fine Arts1	

GRADING SYSTEM

Grading Procedures

Academic progress can be monitored by students and parents through on-line access to PowerSchool. Quarterly progress report as well as Semester report cards will be mailed home. Mid-terms and finals are calculated into semester grades.

Grade Equivalents

Letter Grade	Percentage	GPA	Letter Grade	Percentage	GPA
A+	97-100	4.0	C+	77-79	2.3
A	93-96	4.0	C	73-76	2.0
A-	90-92	3.7	C-	70-72	1.7
B+	87-89	3.3	D+	68-69	1.3
B	83-86	3.0	D	65-67	1.0
B-	80-82	2.7	N	0-64	0

Honor Roll

High Honors.... A- Or better in all courses Honors....B- or better in all courses

Top Ten Seniors

Maranacook Community School annually recognizes its top ten students in the graduating class including the valedictorian and salutatorian. Class rank is determined by all courses completed during the first seven semesters. Courses are not weighted.

STUDENT RECOGNITION

Students are recognized for their accomplishments and achievements in a variety of ways. Examples include:

- | | |
|--|---|
| <ul style="list-style-type: none"> * Posting of honor roll *Student Art Purchase Award *Student exhibits *Athletic letters and pins *Principal's Leadership Award *Powers Writing Award *Presidential Academic Awards | <ul style="list-style-type: none"> *Academic letters and pins (3.2 average or better) * Gold cords & academic medallions (top ten) * Light Blue cords (completed at least ten of advanced level courses) *Green cords (completed at least ten of dual enrollment level courses) *Royal Blue GPA 3.0 *Purple Certificate *Red Associates Degree * Classroom Awards for excellence and improvement * Gold Slips will be given to students that exemplify our
Core Values |
|--|---|

Grade Appeal

Students may appeal a grade using the following steps. Parents may be involved at any time.

1. Discuss the grade with the teacher
2. Discuss it with the advisor
3. Meet with teacher and advisor

Meet with principal, teacher, and advisor. Final decision will be made by the teacher.

Auditing Courses

Students may request permission from a teacher to audit a non-required course. In order to audit a class the student must carry 6 courses with at least a B average. The student is expected to demonstrate appropriate behavior at all times in class. Admission to a class will be possible only if there is sufficient room in the classroom and if the teacher grants permission. No academic credit is granted for audited classes.

ELECTRONIC RESOURCES

(Refer to Student Computer, Internet Use and Cyber Safety Policy & Rules IJNDB & IJNDB-R and School System Web Site/Web Pages Policy & Guidelines IJND & IJND-R)

Please do not post or publish photos or videos of our students online or in any other public forum out of respect for their privacy.

ADMINISTRATIVE PROCEDURES

1. Personal Responsibility and Acceptable Use

All users will accept personal responsibility for the appropriate use of the electronic resources. The use of the electronic resources must be in support of education and research in connection with the educational goals of RSU#38. All users are required to sign the Electronic Resources - User Access Agreement to access the electronic resources.

2. Privileges

School use of the electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of that privilege. The user is responsible for all his/her actions and activities involving the network.

3. Violation of Procedures

Student violators will be subject to school disciplinary procedures which will range from a minimum of a two week revocation to long-term suspension. Criminal violations will be referred to the appropriate law enforcement agency.

LAPTOP GUIDELINES

The laptop, adapter, cover and carrying case that are issued to you are the property of Maranacook Community High School. Each student in grades 9-12 will be issued a laptop as part of our school program. Use of the laptop is a privilege, not a right. Students are expected to follow the guidelines and treat the equipment with respect. The laptop is a tool to enhance and support teaching and learning.

- Annually, each student and a family member will sign the acceptable use policy (AUP) and return it with the \$40 use fee.
- Students will be issued a protective cover for their laptop and should always have it on the laptop.
- The laptop will be issued to the student following the receipt of the AUP form and the fee.
- Each student is responsible for keeping the laptop charged and ready for use in class.
- The laptop should be kept secure at all times, either in your possession or in a locked location. Do not leave the laptop in a locker without a lock or in an open classroom.
- Once the laptop is issued to the student and his/her family, the student is responsible for it at all times. School rules for showing respect for all property apply.
- Each laptop will be assigned and registered to an individual student. Do not swap or lend your laptop to another person.
- Passwords should be kept confidential.
- Protect the laptop from weather and extreme temperatures.
- Always use the carrying case.
- Students will have access to school email as well as an account to store school assignments. Be sure to save your work!
- Failure to follow the AUP or any inappropriate use of email, network, or internet services will result in disciplinary action.

The laptops issued by the school will be the only equipment allowed for individual student use. The computer labs will continue to be available for some classes. Personal equipment will not be given access to email, the network or the internet at school.

CODE OF ACADEMIC INTEGRITY

Class expectations will be communicated in writing at the start of each year informing students of class goals, procedures, and practices, expectations for homework and class work, examinations and evaluation.

Expectations of the Students:

The excellence and high scholastic achievement we expect students to pursue rests on the foundation of academic honesty. Students are expected to conduct themselves according to the highest standards of personal honor and accountability. Students are expected to assume full responsibility for their work and resist any behavior that would be in conflict with this code. All students have a responsibility to do their own work on all assignments in order to receive the maximum benefit from the instructional program. Unless the teacher gives specific instructions to the contrary, all class and homework assignments and all tests are to be completed by students individually. Academic dishonesty is any action that seeks to obtain credit for work that is not one's own. This includes, but is not limited to, the following:

- communicating with another student during an examination or quiz;
- copying material during an examination or quiz;
- allowing another student to copy from one's examination or quiz;
- using unauthorized notes or devices during an examination or quiz;
- obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher;
- submitting a paper or project which is not the student's work;
- copying another person's assignments;
- allowing another student to copy one's assignment;
- stealing or accepting stolen copies of tests or answer keys;
- sharing information with students who have not yet taken an announced or unannounced test or quiz;
- changing answers and seeking credit on an assignment or examination after the work has been graded and returned;
- falsifying information on a standardized test or on applications (e.g. college scholarships);
- unlawfully copying computer software or data created by others.

Plagiarism: copying word-for-word without documentation, rearranging or rewording without documentation, and paraphrasing without documentation. Plagiarism also occurs when a student:

- fails to cite with quotation marks the written words or symbols of another author;
- fails to footnote the author and sources of materials (including materials obtained through electronic media) used in a composition;
- fails to cite research materials in a bibliography or works cited page;
- fails to name a person quoted in an oral report;
- fails to cite an author whose works are paraphrased or summarized;
- presents another person's creative work or ideas as one's own in essays, poems, music, art, computer programs or other projects;
- copies or paraphrases ideas from literary criticism or study aids without documentation;
- any other action intended to obtain credit for work which is not one's own.

It should be noted that the eyewitness account of a teacher or proctor or substitute teacher or evidence based on written work or confiscated "cheat sheets" will be accepted as determining the occurrence of academic dishonesty. In no case where academic dishonesty has taken place will academic credit for any part of the assignment in question be given to any student involved. In all cases where academic dishonesty has occurred:

- the teacher shall confiscate all offending material and shall assign the student(s) involved no credit ("0") for the academic work.
- the teacher shall give a written Incident Report to the appropriate administrator.
- the administrator shall give written notification to the parent/guardian with a copy to the advisor.
- in addition to the above, further consequences may occur in accordance with the gravity of the individual situation or a documented pattern of academic dishonesty. These consequences may include:
 - expulsion from held office of clubs or honorary societies for a period of one year;
 - exclusion from Honor Roll for a period of one year;
 - work removed from exhibits (art or writing);
 - exclusion from ANY event in which the participant is representing Maranacook Community School (e.g., sports events, music competitions, drama);
 - expulsion from the National Honor Society;
 - dismissal from class and a failure grade (N) in that class for the semester;
 - In school suspension, out-of-school suspension or expulsion from school.



MARANACOOK COMMUNITY HIGH SCHOOL
HABITS OF WORK 2016-17



*Teachers will use this as a reference for their bi-weekly HOW scores they put into PowerSchool.
 If a student is getting a 1, there needs to be a discussion with the student and the teacher.*

**A COLLABORATIVE WORKER
 (INVOLVED CITIZEN & CLEAR COMMUNICATOR, A & D)**

- ___ Speaks or writes appropriately based on the audience/situation.
- ___ Uses sound logic and evidence to communicate ideas.
- ___ Accepts responsibility for personal decisions and actions.
- ___ Is punctual and completes class assignments.
- ___ Participates positively in the classroom community (including responsible use of materials/equipment).
- ___ Demonstrates ethical behavior with the courage to sustain it (virtually & in person).

DOES NOT MEET	Rarely or never (1)	MEETS	Usually (3)
PARTIALLY MEETS	Sometimes (2)	EXCEEDS	Always (4)

**A QUALITY WORKER
 (SELF DIRECTED & LIFELONG LEARNER, B)**

- ___ Sets goals and makes informed decisions as a learner (including seeking feedback).
- ___ Understands the need for new information.
- ___ Uses class time and/or Focus Time to improve learning.

DOES NOT MEET	Rarely or never (1)	MEETS	Usually (3)
PARTIALLY MEETS	Sometimes (2)	EXCEEDS	Always (4)

**A RESPONSIBLE LEARNER
 (INTEGRATIVE, CREATIVE AND INFORMED THINKER, C & E)**

- ___ Evaluates information from multiple sources
- ___ Observes situations and asks questions about the situations.
- ___ Evaluates situations and ask questions about the situations.
- ___ Perseveres in challenging situations in classroom learning.
- ___ Works collaboratively or independently to generate a variety of solutions to a problem.
- ___ Supports possible solutions with evidence.

DOES NOT MEET	Rarely or never (1)	MEETS	Usually (3)
PARTIALLY MEETS	Sometimes (2)	EXCEEDS	Always (4)

HOMEWORK GUIDELINES

(Refer to Homework Guidelines Policy IKB)

Homework is an extension of the instructional program intended to help students practice concepts and skills taught in class. Homework assigned by teachers and supported by home provides opportunities for students to develop responsible work habits. Teachers will inform parents what role homework plays in course requirements.

Expectations for Student Assignments

In order to promote student academic success, all student work is expected to be turned in on the assigned due dates.

NO ABSENCES

Type of Assignment

1. Regular or nightly homework assignments
2. Lengthier, more in depth assignments
3. Unit Completion

Due Date and Penalty if Late

1. Due at the beginning of class on the day they are due. Work not completed on time can be brought up to 50% if turned in within 3 days.
2. If the student does not turn the assignment in on time, then they must make an appointment with the teacher to develop a plan for the completion.
3. No work will be accepted on a particular set of UNIT lessons when the unit is completed.
Teachers will inform students when a unit will end.

EXCUSED ABSENCES

Type of Absence

1. Present for part of the day (Sports and co-curricular activity dismissals, field trips, doctor or dentist appointments)
2. Absent up to 2 full consecutive days in the same class (Illness, planned absence)
3. Absent longer than 2 full consecutive days in the same class.

Make Up

1. Homework is to be passed in the day the work is due, **EVEN IF THE STUDENT MISSES THE CLASS**. Teachers will have a drop off place or otherwise inform students where work can be placed. It is the responsibility of the student to get the assignment given in class in order to complete it for the next class.
2. Work done in class or assigned on the day of the absence will be done within two full school days per absence. For example, if a student misses Monday, the work will be due on Wednesday of that week.
3. Student and teachers will meet to work out an agreement and sign a contract for the negotiated work schedule for completion of the missed work.

EXCEPTIONS

*If a student is working through a severe personal issue, chronic illness or other issues that prevent him or her from functioning efficiently, the advisor, guidance counselor, teachers, and parents will have a staffing as a proactive tactic and arrange a work schedule, **BEFORE** work begins to pile up. If the problem is to remain strictly confidential, teachers should still be apprised of the situation in an appropriate manner, so they can work positively with the student.*

STUDY HALL

Study Hall Rationale, Behaviors and Expectations:

Rationale: Due to the legal requirement of supervision of students, we can no longer have students sign out to the student center and not have any constant supervision. We recognize that we want students to have privileges to promote positive behavior and high achievement. We want to still have choices for where students with privileges can go for study. We will also have study hall supervisors do HOW scores this year to help students be accountable for their behavior in study hall.

How will study halls work?

- One teacher will hold their study hall in their classroom. One teacher will hold it in the student center for periods B1, B2, B4, G5, G6 and G8, or in the PAC for periods B3 or G7.
- At the start of each period, students will go to their assigned study hall, for attendance to be taken.
- Study hall supervisors will call periodically to make sure students go where they have signed out to go.
- All students who are in silent study will be required to be in the classroom study hall, for a silent study.
- Students with high, consistent HOW scores (of a 3 or 4) but have a grade lower than a 73 need to appeal to the assistant principal for exceptions. This will be done rarely and on a case-by-case basis.
- Study hall supervisors will do HOW's for their students bi-weekly, corresponding with eligibility.
- All students with privileges can either be in the Student Center (PAC for B3 or G7), media center or in new student lounge, across from the front office. This is the old athletic office, and has been redesigned as open lounge.

- The study nook is only for upperclassmen and will be supervised by front office staff, as they can see the students from the front office.
- **Semester 1: Black Day Study Hall Assignments**
- Location Black 1 Black 2 Black 3 Black 4 Student Center (B3,location is PAC)/ “Privs”
- Assigned teacher’s Room(Silent Study Location)
- **Semester 1: Gold Day Study Hall Assignments**
- Location Gold 5 Gold 6 Gold 7 Gold 8 Student Center (G7,location is PAC)/ “Privs”
- Teacher’s Room/ Silent Study

Student Expectations and Behaviors

1. Silent Study will start on the first eligibility check
 - a. One teacher will hold their study hall in their classroom.
 - b. One teacher will hold it in the student center for periods B1, B2, B4, G5, G6 and G8, or in the PAC for periods B3 or G7.
2. At the start of each period, students will go to their assigned study hall, for attendance to be taken.
 - a. All students who are in silent study will be required to be in the classroom study hall, for a silent study.
 - b. Students must verbally ask the supervising study hall teacher to sign out and then physically sign out. They may not leave a note or ask another student to tell the teacher.
 - c. All students with privileges can either be in the:
 - Student Center (PAC for B3 or G7),
 - Media center, or New Senior Lounge, *The new senior lounge is across from the front office. This is the old athletic office, and has been redesigned as open lounge. The senior lounge is only for seniors and will be supervised by front office staff, as they can see the students from the front office.*
3. **When you sign out at the start of the period, students will not need a pass to get to their room location.**
 - a. Students need to stay in their originally signed out location for the entire period, unless they have an appointment with a teacher, guidance or the health center, or need to go to their locker or bathroom. They will need a pass for this.
4. Students who sign out to the student center for the first two periods of the day may purchase snacks and drinks from the kitchen (to be consumed in the student center).
5. The cell phone policy applies to silent study and the media center. **Students are expected to put their cell phone in their bag or into the cell phone container in the silent study room and when they sign in to the media center.**
6. Students that have junior/senior privileges must sign out both with their study hall supervisor and in the “privs book” in the front office before they leave. **Students should always check the list posted in the front office by the sign out book before signing out on privs. Students do not have privs if their name is not on that list!** *Junior/senior privs will start as soon as the application forms are processed by the front office for students who have the grades and who have turned in all their paperwork and permission forms.*
7. **STUDENTS THAT ARE CAUGHT BEING DISHONEST COULD LOSE PRIVS FOR THE YEAR.**

FOOD SERVICES

(Refer to Food Payment Policy EFDA and Eligibility for Free and Reduced Price School Lunch Policy EFC)

MCHS Food Service provides breakfast and lunch for students. Students may choose to pay cash or establish a lunch debit account. Checks should be made payable to MCS Food Service. Students must have sufficient funds in their lunch account to cover purchases and will not be allowed to carry a negative balance. If the student has insufficient funds to purchase breakfast or lunch, s/he should discuss this with the Food Service Manager. Applications for free and reduced meals are sent home annually. An application can be submitted at any time during the school year. Breakfast in the cafeteria is available from 7:20 to 7:50 a.m. There are two lunch periods; one at 10:54 and one at 11:25.

LOCKERS

Lockers are the property of the school and inspection of lockers may occur at any time without prior notice by the administration. Students are responsible for the condition of the locker assigned to them. A change in locker assignment must be approved by the advisor. Students are **strongly** encouraged to lock their lockers. The school is not responsible for items stolen from lockers.

LOST AND FOUND

Lost or stolen items should be reported to the advisor or the front office. Items such as watches, wallets, and glasses found are to be turned into the front office. Unclaimed items will be kept in "Lost and Found" until the end of the semester. School insurance does not cover items that are lost or stolen.

TRANSPORTATION

(Refer to Student Transportation Policy EEA and Student Transportation Appeal Procedure EEA-R)

Guidelines For Student Drivers

Parking on school grounds is a **privilege**. Student drivers must comply with the following:

- a. All students must register their car(s) with the Front Office.
- b. Students may not enter their vehicles or leave school property during school hours unless they are eligible for junior/senior privileges or have been dismissed through the front office.
- c. No vehicles are permitted to enter the circle when buses are loading (7:30am- 8:00am, 2:20pm-2:50pm), except for medical emergencies.
- d. Juniors and seniors will park in the lower lot. If no spaces are available in the lot, students may park along the driveway in the marked parking spaces.
- e. Driving to CATC requires a note from the CATC principal signed by the Dean of Students. No other students may ride in the vehicle. Students participating in school-sponsored athletics or co-curricular activities must ride Maranacook buses to and from away events. When team rules allow, students may ride home with their parents.
- f. Students must be on time for homeroom. Chronic tardiness may result in loss of driving privileges.

Violation of any of these rules and/or any report of reckless/dangerous driving behaviors may result in short or long-term suspension of driving privileges. To include but not limited to inappropriate travel in the lower parking lot before and after school. (Driving against the determined flow of traffic)

***** ALL students going to AM CATC need to take the school bus. *****

- a. students not given PRIOR administrator approval to drive themselves to CATC, who are caught not taking the bus will...
First time: Get a detention as a warning **Second time:** Be dismissed from CATC for the remainder of the school year.

REGIONAL SCHOOL UNIT NO. 38 BUSING

The School Bus is an extension of the classroom, and riding the school bus is a privilege. While on the bus, students are expected to conduct themselves in a manner consistent with established guidelines for student behavior. The bus driver is responsible for the safety and well being for all who ride the bus and, in this regard, students are expected to comply with his/her requests at all times. The following guidelines have been established for the safety of all who ride the bus. Violation of these guidelines may result in the loss of privilege to ride the bus.

All students are assigned to a bus and should ride that bus to and from school unless the Transportation Department has been advised of other circumstances.

BEFORE RIDING THE BUS

1. All students should be at his/her bus stop at least five minutes before the scheduled arrival of the bus.
2. Students should stay out of the road at all times while waiting for the bus.
3. Students should wait for the bus to stop completely and let the door open before moving to load the bus.
4. If it is necessary to cross the road to board the bus, wait until the bus driver signals it is safe to cross. Students must stay 12 feet in front of the bus at all times when crossing in the road.

RIDING THE BUS

1. When students exit school, they should go directly to their assigned bus, load immediately, and remain on the bus unless given permission to exit by the driver.
2. Students must obey the driver at all times. This is necessary to insure the safety of all students. Students are not to engage the bus driver in a discussion or argument with respect to the driver's expectations or directions. Drivers are expected to be on time and to maintain safety at all times. Therefore, students who challenge the bus driver's decisions or argue with the bus driver will be dealt with in a serious manner.
3. Students shall go directly to their seats without crowding or pushing and remain seated. Students are expected to remain seated and should not change seats unless given permission by the bus driver.
4. Students shall not throw anything out the windows; extend arms, legs, head or feet out of the bus at any time. Students should face forward while the bus is in motion to avoid injury should the bus make a quick and/or unexpected stop.
5. Students shall not damage any part of the bus. Payment for damage is the responsibility of the student/parent.
6. Students shall not create any safety hazard by tampering with fire extinguishers, emergency exits, or loosening seats.
7. Students shall not create a disturbance on the bus which may distract the driver. Those actions include, but are not limited to: shouting, gesturing, standing, spitting, throwing objects in or from the bus, etc.
8. The aisles must be clear at all times. Store backpacks, school bags, musical instruments, and other large objects under the seat, on the lap or as otherwise directed by the driver. All athletic equipment must be secured in a container or travel bag.
9. Littering on the bus is prohibited. It is the responsibility of all students to dispose of litter properly.
10. Due to safety issues glass containers, animals dead or alive, and the consumption of food will not be allow on the bus.

11. Alcohol, tobacco, drugs, or other substances which are in violation of Maine State Law are prohibited on the bus.
12. Tools and sleds are prohibited on the bus.
13. No weapons, ammunition, fireworks of any kind, flares, explosives, knives, or other materials which may cause injury are allowed on the bus.
14. Physical abuse, verbal and emotional harassment of any kind will not be tolerated.
15. Due to allergic reactions, students must refrain from spraying perfumes, deodorant, hair spray, etc. on the bus.
16. Cell phones or cameras will not be used for any purpose on the school bus unless the student has received permission from the bus driver.
17. Laptop use is prohibited on the bus.
18. Students may use an ipod responsibly while riding the bus; however, earbuds/headsets or devices may not be shared across the aisle. Students getting on or off the bus must remove one earbud or headset in order to listen for directions. These devices are personal property. The school is not responsible for loss, theft, or damage. Should safety issues arise with the use of any device, the driver has the authority to ask the student to discontinue use.
19. Each student is assigned a seat on the bus and must sit in that seat until driver has assigned a different seat. Students are responsible for that particular seat.

LEAVING THE BUS

1. Students must remain seated until the bus comes to a complete stop and the door is opened.
2. When it is necessary to cross the road after leaving the bus, cross at least 12 feet in front of the bus, but only after the driver has given the signal to do so.
3. Students who are not crossing the road shall move a safe distance away from the bus and remain there until it has left the area.
4. Due to school liability, students shall not be permitted to leave the bus at places other than their regular bus stop unless proper written authorization has been given in advance by the parent and/or school official.

INAPPROPRIATE BUS BEHAVIOR

The following procedure for dealing with bus conduct is followed throughout Regional School Unit #38 (RSU #38). The procedure emphasizes the need to have appropriate behavior on the bus that insures the safety for all children.

STEP ONE: – Written Warning Report: These warnings are issued by the bus driver to the student when verbal warnings have not been successful. The purpose is to communicate to the student that his/her behavior is a concern. Specific disciplinary action may not be taken at this time, depending on the incident. The white copy of the warning will be sent home with the student, to be signed by the parent and returned to the bus driver the next school day. If copy is not returned to the bus driver the next school day, the parent will receive a call from the Transportation Supervisor. A copy of the warning will be given to each administrator and put on file.

STEP TWO: First Bus Conduct Report: This reports inappropriate action by a student to the administrator. The administrator will meet with the student, along with the transportation supervisor, to discuss the problem. The parent will be notified by phone and a copy of the report will be sent home. Consequences will vary depending on the incident.

STEP THREE: Second Bus Conduct Report: With the second bus conduct report, the student is automatically suspended from the bus for a period not to exceed two weeks. The parent will be notified by phone and a copy of the report will be sent home.

Additionally, a meeting must be held with the administrator, parent(s), student, transportation supervisor, and the bus driver (if needed) before the student can return to the bus. This suspension includes all buses of RSU #38, and covers all sports and field trips.

STEP FOUR: Third Bus Conduct Report: This is the final step. A student receiving a third bus conduct report will be suspended from all RSU #38 buses for the remainder of the school year. Administrators will notify parents in writing and by phone when this occurs. This suspension includes all buses of RSU #38, which covers all sports and field trips.

Severe violation of the guidelines for school bus safety could result in the suspension of bus riding privileges at any time.

Questions concerning this procedure can be addressed to the building administrator.

VISITORS TO THE SCHOOLS

The Regional School Unit No. 38 Board of Directors believes that visits to the schools by parent(s)/legal guardian(s), members of the community and public, and individual School Board members can provide positive experiences. However, in order to avoid interruption of ongoing educational activities and in an effort to promote student and employee safety, the principal of each school shall institute procedures relating to visitors to the school that are intended to maintain order and protect the safety of students. Such procedures shall be subject to the review of the Superintendent. It is understood that procedures may vary from school to school due to the nature of the building, the location of the school, the age of the students and other considerations.

The following general guidelines shall be incorporated in all building-level administrative procedures concerning visitors.

- A. The term “visitor” shall apply to any person on school grounds or in school buildings who is not an employee or student of the school unit.
- B. All visitors shall immediately report to the main office upon arrival at the school to sign in and to receive a temporary badge. (This section shall not apply to parents or citizens who have been invited to the school for a general open house or performance.)

- C. All visitors who wish to visit classrooms, observe aspects of the instructional program, or meet with staff members are expected to schedule such visits in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
- D. Individual Board members shall follow the same procedures as other visitors.
- E. Due to health and safety concerns, with the exception of service animals assisting persons with disabilities, no animals are permitted at outdoor school-sponsored activities or events held on school grounds.
- F. Visitors shall comply with all applicable School Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.
- G. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. This may include, but is not limited to, the news media, profit-making business, fundraisers and other organizations seeking access to students and/or staff. Persons entering the school building without authorization from school officials and persons who fail to report to the main office upon arriving on campus or entering the building are considered “unauthorized persons.”
- H. School staff shall report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons shall be directed to leave the premises immediately.
- I. Those persons having no school-related purpose who remain on school premises or at school-sponsored events after being directed to leave shall be considered “trespassers.” This shall also apply to all students under suspension or expulsion, or students from other schools unless otherwise authorized in advance by the building administrator/designee. Trespassers shall be immediately directed to leave the school premises, and may be subject to arrest.
- J. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to the schools.
- K. If there exists a court order containing restrictions on access to a child by a parent or other person, and a parent or legal guardian wishes the school to act in a manner consistent with that order, it is the responsibility of the custodial parent or legal guardian to provide a certified copy of such order to the school authorities.
- L. A student will be released only to parents, legal guardians or persons authorized in writing by parent(s)/legal guardian(s) to pick up the student. When school personnel have reason to question the authenticity of written authorization, they shall make appropriate efforts to telephone the student’s parent(s)/legal guardian(s) to confirm the authority of the person seeking to pick up the child. Administrators may institute other appropriate procedures regarding release of students to parents, guardians and authorized persons. **The school reserves the right to question the authenticity of any written or verbal communication and to deny the release of students to unauthorized or unknown persons.**

SUPPORT SERVICES

ALTERNATIVE EDUCATION

The Alternative Program at Maranacook is available to high school students whose educational needs are not being met in the regular school setting. Student programs are self-paced and designed according to the individual needs and interests of the student. In order for students to be considered for the alternative program they must contact their guidance counselor for an application and description of the program requirements.

CAPITOL AREA TECHNICAL CENTER

Junior and senior students may attend Capitol Area Technical Center for specialized programs. Acceptance into these programs is through an application process that starts with course sign-ups in the spring. Students who attend the technical center are expected to maintain the same attendance requirements as all other MCS students and use bus transportation to and from the technical center. Students in these programs are expected to be active members of their advisee groups and attend all advisee functions including homeroom, class meetings, and advisee activities.

GIFTED & TALENTED

(Refer to Educational Program for the Gifted and Talented Policy IHBB)

Maranacook operates a state approved gifted and talented program. Eligibility for the program is based on standardized testing, teacher rating scales and performance assessment. The students may be gifted in general intellectual ability, specific academic aptitude, or artistic ability. For additional information about the gifted and talented services, contact the guidance department.

GUIDANCE SERVICES

The Guidance Department offers a variety of support services. Students work with the same counselor for four years selecting classes and making post-secondary plans. Parents are invited to participate in all aspects of academic planning for their student. The department offers evening meetings for families and students in post-secondary planning and financial aid workshops. Additional information is available on the school web site.

HEALTH CENTER

*(Refer to Student Wellness Policy JLC; Student Health Policy JLC;
Administration of Medication to Students Policy JLCD; Student Medication Permission Form JLCD-F)*

The mission of the Maranacook Student Health Center is to provide support for the optimal physical and mental health of Maranacook Community School students by providing access to a variety of treatment services, health information and referral services at the school-

based health center. The health center offers medical care and counseling services every day during the school year. The health center is open to all students. The school nurse is available everyday to assist students with their health needs and the athletic trainer sees students on Tuesdays and Thursdays. Expanded services are also available with physician assistants and counselors on a daily basis. Parent permission must be on file for expanded health center services. Emergency information on each student must be provided annually by families. Students who become ill at school should inform the teacher and then report to the health center. **Medical marijuana**

Confidentiality: It is the policy of the Maranacook Student Health Center that all written, electronic, and oral student health information will be considered confidential. No health related information will be released to a third party without the written permission of the parent except information that will be shared with the student's primary care provider. In cases where a minor is permitted by law to consent for health care services, written permission of the student to release information to a third party must be obtained. Unless the student's health condition, situation, or behavior presents a serious threat to their health or safety, no verbal or written information will be released without the student's expressed permission. Maranacook Student Health Center staff strongly encourages students to involve their parents/guardians in all aspects of their health care.

Medications: Special arrangements can be made with the school nurse if it is necessary for medication to be taken during school hours. No medication is allowed to be in a student's possession or kept in lockers, handbags or backpacks. This includes prescription drugs and over-the-counter medications. The only exceptions are epi-pens and inhalers.

HOME SCHOOL INSTRUCTION

(Refer to Home Schooling Policy IHBG and Home Schooling-Participation in School Programs Policy IHBGA)

Home instruction students may enroll in specific, day-school classes provided that the student's attendance is regular, the class is deemed to be age and grade appropriate, and all prerequisite course requirements are met. The student shall comply with behavioral, disciplinary, attendance and other classroom rules applicable to all students. If a student fails to comply, the school may withhold credit or terminate the student's participation.

MEDIA CENTER

All students are welcome to use the Media Center before and after school. A pass is required from a staff member during class time. Students may sign out of study hall to use the media center. Materials may be checked out for a period of 3 weeks with unlimited renewals, unless a reserve is placed on that material. Students with overdue materials must return those materials prior to checking out new items.

SPECIAL EDUCATION

(Refer to Individualized Education Program Policy IHBA, Referral/Pre-Referral Policy IHBA, Referral/Pre-Referral Procedures IHBAA-R, Children Identification Policy IHBAC, Title I Policy IHBD)

The high school offers a continuum of services to meet the needs of individual students. Students are included in regular classrooms with additional support from the learning center. Specialized instruction in reading, writing, organizational skills and life skills are provided on an individual basis. Participation in these programs is determined through the special education process. Please refer to the district's website (www.maranacook.org) for Special Education Rights and Process policies and information. If you suspect that your student has a disability and may be in need of special education services, you can make a parent referral to the school or the special education office. If you wish to make a referral, inform either this office or your principal, also stating what disability you suspect. If you are not sure which disability, let us know what problems your student is experiencing in school. To qualify for special education services, students must have a disability that is listed in the State of Maine regulations, the disability must be causing an adverse effect on their educational performance, and the student is in need of special education in order to access the general curriculum.

STUDENT ASSISTANCE TEAM

(Refer to Student Assistance Team Policy JFCIAA)

The Student Assistance Team (SAT) is a group that includes the individual student's guidance counselor, advisor and classroom teachers that meet to discuss academic or social difficulty the student may be having. Referrals can be made in the guidance department by teachers, family members, advisors, or students can self-refer. The Team develops a plan to help the student become more successful.

SECTION 504

Section 504 is one part of the Rehabilitation Act of 1973. For many years, its main thrust has been in the area of employment for individuals with disabilities and for members of minorities. Within the last several years, however, the Office of Civil Rights (OCR), charged with enforcement of Section 504 has become pro-active in the field of education of individuals with disabilities. Advocacy organizations and the legal system likewise have increasingly focused on Section 504's requirements to insure the education system provides the full range of special accommodations and services necessary for students with special needs to participate in and benefit from public education programs and activities. Under Section 504, "handicapped person" means any person who has a physical or mental impairment, which substantially limits one or more such person's major life activities; has a record of such impairment; or is regarded as having such impairment.

If there is a reason to believe that, because of a handicap, as defined under Section 504, a student needs either special accommodation or

related service in the regular setting in order to participate in the school program, the district must evaluate the student. If the student is determined to be a student with a disability under Section 504, the district must develop and implement a plan for the delivery of all needed services.

STUDENT TRANSFERRING TO ADULT EDUCATION

Current seniors receiving a diploma through the adult education program may attend Project Graduation provided they are recommended to do so by the Dean of Students and Senior Class advisors. Only those graduating seniors who would normally graduate with the current senior class will be considered for inclusion.

DISTANCE LEARNING

Maranacook Community High School has a distance learning program that is available to students who may benefit from an alternative and distance learning educational opportunities. Acceptance into the program will be decided by the high school principal and distance learning coordinator. Successful completion of the Distance Learning Program will require adequate annual meetings with the distance learning coordinator and recommendation for graduation after an exit Interview during the spring of the student's senior year. Students interested in this program should contact their school guidance counselor.

TUTORIAL

Students are welcome to participate in after school tutoring on Tuesday and Thursday from 2:45-4:45 p.m. in the Room 169. Students can also meet with individual teachers.

STUDENT CONDUCT & CONSEQUENCES

(Refer to Standards for Ethical and Responsible Behavior Policy ADAA; Student Hazing Policy ACAD; Harassment and Sexual Harassment of Students Policy ACAA; Care of School Property Policy JICB; Student Discipline Policy JIC; Suspension of Students Policy JK; Expulsion of Students Policy JKE; Use of Physical Restraint and Seclusion Policy JKAA)

Good citizenship begins with seven basic qualities. A good citizen is trustworthy, responsible, honest, respectful, tolerant, compassionate, and hardworking. All members of the Maranacook Area School community are expected to incorporate these standards. Students are expected to behave in school and at school functions in a manner that will be a credit to themselves and to the school. It is the school's philosophy to work out difficulties at the lowest level and provide an opportunity for growth and change. These are guidelines only, and more serious discipline, up to and including expulsions, may be imposed for any offense when the administration determines that the offense warrants such action.

EXAMPLES OF CONDUCT THAT WILL RESULT IN DISCIPLINARY ACTION:

- Promoting or participating in an illegal activity, e.g. drugs/ alcohol/tobacco products.
- Possession of dangerous weapons or objects meant to intimidate, coerce, or harass (See Weapons in School Policy)
- Acts or threats of violence against people or property (See Care of School Property Policy & Weapons, Violence & School Safety Policy).
- Acts of physical, verbal, or emotional harassment (See Weapons, Violence & School Safety Policy).
- Obscene, vulgar or sexual language or gestures (See Harassment and Sexual Harassment Policy).

Reckless or dangerous driving (Refer to Student Driver Guidelines).

- Cheating and plagiarism (See Academic Integrity Code).
- Cell phones are prohibited except during lunch, between classes, and before and after school. Students are encourage to put their phones in the plastic bins that are located in each classroom as they enter a room for class, study hall, or advisee time. They can pick the phones up again as they leave the room at the end of class. Students that have a study hall and sign out to the student center, may use cell phones in the student center only. If a student uses their phone during class time, refuses to put their phone into the designated container, or if their phone rings/vibrates during class, the office will be notified and the phone brought to the front office to be picked up at the end of the school day. If the student's phone is brought to the office on a second offense, a parent will need to pick the phone up and meet with administrator. If a student does not want to put their phone into the bin in a classroom, they should not bring their phone to class.
- Failure to follow the dress code (see details below). The administration and staff at Maranacook reserve the right to make judgments about appropriate dress. Students who are found to be in violation of the dress code will be asked to change/cover up.
- Skipping or being late to classes, study hall, or homeroom
- Failure to enter and stay in the building once a student has arrived at school
- Public display of affection
- Disrespectful conduct toward others
- Use of MP3 players or IPODS without permission in study hall, media center, or classrooms
- Use of skateboards on school property

NOTE: The list does not include all unacceptable conduct. **POSSIBLE CONSEQUENCES INCLUDE:** detention, in-school suspension, out-of-school suspension, and expulsion

NOTE: Students who are suspended may not return to the campus for any reason or participate in or attend any after school or evening activities on those days. Students suspended on Friday, may not participate in Saturday events. Students involved in serious infractions during the school year may be prohibited from participating in end-of-year activities, including but not limited to Prom, Class Night, Project Graduation, and/or Graduation Exercises based on the recommendation of the Deans of Students in consultation with staff. Skipping school is not authorized by the administration and against the law. Seniors participating in a skip day (even with a note from parents) will be required to make up the time in detention.

DRESS CODE

Clothing displaying inappropriate messages, obscene, offensive, or suggestive words images, or alcohol/tobacco/drug and other illegal activities is prohibited. Clothing deemed revealing is not permitted. Students should adhere to the "B" rule (no bellies, butts, bras, back, boxers, breasts).

- a. Bellies: No showing of the belly. The stomach or chest cannot be showing. If a sheer top is worn, an undershirt must be worn underneath so that no belly or bra is showing. No cut off shirts that show the belly are allowed.
 - b. Bras: No part of your bra, excluding straps, should be seen underneath a shirt. Bandeaux are considered bras. Camisoles, sports pinnies, and men's ribbed undershirts cannot be worn by themselves.
 - c. Breasts: Visible cleavage is not allowed. Any cleavage showing one handbreadth (including the thumb) below the base of the neck (after the collar-bone) is not acceptable.
 - d. Butts: No part of your butt should be shown. Shorts or spandex should be worn under a dress/skirt if bending over exposes underwear. No holes/cutouts in pants or shorts above mid thigh. Shorts should have an inseam of 3 inches or longer. Leggings and tights are allowed only under shorts, skirts, dresses and tunics/shirts of appropriate length that covers at least half the buttocks.
 - e. Boxers: No part of boxers or underwear can be shown at all.
 - f. Back: The back cannot be shown below the bra line. Skirts and dresses cannot be shorter than mid-thigh. Strapless shirts and dresses cannot be worn alone.
- The administration or the staff at Maranacook reserves the right to make judgments about appropriate dress. If a staff member feels that a student's dress is inappropriate, the student will be sent to change and will receive the disciplinary action as listed in 'Consequences for Violation'. Referral of a student will be done silently (and without verbal argument) with the staff member handing the student a dress code violation pass or speaking with the student, if the staff member is comfortable doing so. The student must immediately report to the office to change the clothing in violation, and a report will be made by the staff member to the Dean of Students. The Health Center will assist the student with replacement of clothing for appropriate clothing from the Black Bear Boutique.

Consequences for Violation

1. On all violations, contact by the staff member will be made to parents by email, telephone, or in person, notifying them of the violation
2. 1st offense: Student will be sent to the Health Center and given appropriate clothing from the Black Bear Boutique to wear until the end of the day. The students should avoid wearing the garment in violation to school in the future.
3. 2nd offense: Student will be given clothes to wear and will receive a detention. Student will meet with Dean of Students and/or advisor to discuss the issue.
4. 3rd offense: Student will be given clothes to wear and will receive a detention. There will be a conference with parents regarding the issue.
5. All subsequent offenses: Students will be given clothes to wear and may be scheduled for in-school or out-school suspension. Parents will be called for a conference.

This policy shall apply to all students in all school buildings during the regular school day, on field trips, and when students represent the school. This policy shall also apply to all students at all times during the regular school day on all District property; including school buildings and school grounds; on all school buses and other school vehicles. Coaches have the jurisdiction to require athletes of their specific team to wear what they deem appropriate for the weather conditions the athletes will be training in, as long as it is the same for all team members.

BOMB THREATS

(Refer to Bomb Threats Policy EBCC)

Conduct Prohibited

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

Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to laws enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence of status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school. The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA ss 1001 (9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A MRSA ss 1001 (9) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances. A student who has been identified through the PET process as having a disability and who conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

HARASSMENT

(Refer to Harassment & Sexual Harassment Policy ACAA & Student Discrimination & Harassment Complaint Procedure ACAA-R)

Maranacook Community School recognizes each student’s right to a learning environment that is free of intimidation, hostility, and offensiveness. In order to ensure such an environment, students are not to engage in harassment of any other person. Any act of harassment including, but not limited, to those based on race, color, sex, sexual orientation, religion, age, national origin or physical or mental disability is a violation of this policy. Some of these acts may also constitute illegal discrimination under state and federal laws. Harassment includes but is not limited to unwelcome behavior such as:

- Verbal abuse
- Harassment that rises to the level of physical assault, and/or abuse;
- Sexual advances, gestures, comments or contact;
- Threats and bullying;
- Offensive language, jokes and teasing;
- Ridicule, slurs, derogatory action or remarks; and
- Abuse of power.

Such unwelcome acts constitute harassment when the conduct has the purpose or effect of substantially interfering with an individual’s

academic performance or creating an intimidating, hostile, or offensive work or educational environment. Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor, advisor, or administrator. The Affirmative Action Officer for the district is the school principal.

SEARCH & SEIZURE

Based upon a reasonable suspicion, school officials may conduct a search of students, lockers, and personal items when on school property. Student refusal to cooperate with a search will result in immediate suspension.

STUDENT HAZING

(Refer to Student Hazing Policy ACAD)

Injurious hazing activities of any type including harassment, 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 of this school shall encourage, permit, condone, encourage, or engage in injurious hazing activities.

SUBSTANCE ABUSE

(Refer to Drug and Alcohol Use by Students Policy JICH; Use of Tobacco on School Premises Prohibited Policy ADC)

The use of illegal or non-prescribed substances, including tobacco products, poses a significant health problem for students, resulting in negative effects upon behavior, learning, individual growth, and development of skills. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverages. No student shall manufacture, distribute, possess, use or be under the influence of any

illegal or non-prescribed drug before, during or after school hours, at school or at any school-related activity.

Substance Use/Abuse Procedures

Possession or use of prohibited substances on campus or at any school related activity:

It is the responsibility of any staff member who suspects a student of the possession, use, or being under the influence of a prohibited substance, including tobacco products, to report the case immediately to an administrator. If there is a suspicion of possession, use, or being under the influence, parents are called by an administrator. **NOTE: In addition to the following procedures students involved in co-curricular activities will abide by the school and home contract.**

First Offense:

1. Administrator will verify the report and confiscate the substance, whenever possible. If verification or confiscation is not reasonably doable, parents will be notified of the suspicion.
If verified or confiscated then:
 2. Administrator or designee will meet with the student.
 3. Parents/guardians are called by an administrator and asked to come to school. When parents arrive, they are given the information and will have an opportunity to ask questions. Until parents arrive, the student is restricted from interacting with other students by isolating them from the rest of the student population.
 4. Law enforcement and the superintendent are notified.
 5. Student, administrator, guidance counselor and/or advisor and parent/guardian meet within 2-3 days of the incident to discuss what happened and the following options for consequences: (This meeting could take place when the parent comes to school to pick up their child.) The group will attempt to reach consensus, but in the event that it is not possible, the administrator will make the final decision based on the discussion, as well as the following factors:
 - Substance abuse treatment history
 - Level of involvement in school activities and academics
 - History of other discipline problems
 - Student attitude and responsibility for actions
 - Parental support for options
 - History of legal problems/current involvement with legal system
 - A. Suspension up to 5 days OR
 - B. Student takes part in an educational experience around substance abuse OR
 - C. Student participates in the school's effort in Substance Abuse Prevention work involving a minimum of 12 hours of work.A plan for consequences B or C needs to be created within 2 weeks of the offense and carried out within 12 school weeks.
If the plan is not created within the 2 weeks or if the plan is not carried out within 12 weeks, the suspension will be enforced
6. Student meets with guidance counselor within 3-5 days of the offense for a substance use screening. The results of that screening will determine whether or not a full clinical use evaluation is needed. Failure to do this in the specified time frame will result in the suspension being enforced.
7. Based on the results of the screening, the student will develop a change plan within 3-5 days. The student will present the change plan to an administrator and advisor to demonstrate that they are safe to be in school.

Second Offense:

1. Administrator will verify the report and confiscate the substance, whenever possible. If verification or confiscation is not reasonably doable, parents will be notified of the suspicion.
If verified or confiscated then:
Administrator or designee will meet with the student.
2. Parents/guardians are called by an administrator and asked to come to school. When parents arrive, they are given the information
3. and will have an opportunity to ask questions. Until parents arrive, the student is restricted from interacting with other students by isolating them from the rest of the student population. Student is sent home with parent.
4. Law enforcement and the superintendent are notified.
5. Student, administrator, guidance counselor and/or advisor and parent/guardian meet within 2-3 days of the incident to discuss what happened and the following options for consequences: (This meeting could take place when the parent comes to school to pick up their child.) The group will attempt to meet consensus, but in the event that it is not possible, the administrator will make the final decision based on the discussion as well as the following factors:
 - Substance abuse treatment history
 - Level of involvement in school activities and academics
 - History of other discipline problems
 - Student attitude and responsibility for actions

Parental support for options
History of legal problems/current involvement with legal system
Input from substance abuse professional
Response to first offense interventions
Overall impact to the safety and well being of the students and staff at the school

- A. There will be a mandatory suspension for 5 days. Upon return to school, one of the following additional consequences will be agreed upon:
- i. Participating in a Risk Reduction Program such as SIRP
 - ii. Student will participate in an educational experience around substance abuse
 - iii. Student will participate in the school's effort in Substance Abuse Prevention work involving a minimum of 12 hours of work.
- B. A plan outlining the details of choice i, ii or iii above will be created within 2 weeks of the offense and carried out within 12 school weeks.
- C. Student referred for clinical substance use evaluation, if this has not already taken place. Student will meet with a certified substance abuse counselor to develop a Substance Abuse contract.

Third Offense:

1. Administrator will verify the report and confiscate the substance, whenever possible. If verification or confiscation is not reasonably doable, parents will be notified of the suspicion.
If verified or confiscated then:
 2. Administrator or designee will meet with the student
 3. Parents/guardians are called by an administrator and asked to come to school. When parents arrive, they are given the information and will have an opportunity to ask questions. Until parents arrive, the student is restricted from interacting with other students by isolating them from the rest of the student population.
 4. Law enforcement and the superintendent are notified.
 5. Minimum 10 day suspension with a mandatory recommendation from administrator to the school board for consideration for expulsion.
 6. If school board decides against expulsion then, upon return to school, one of the following additional consequences will be agreed upon:
 - A. Participating in a Risk Reduction Program such as SIRP
 - B. Student will participate in an educational experience around substance abuse
 - C. Student will participate in the school's effort in Substance Abuse Prevention work involving a minimum of 12 hours of work.A plan outlining the details of choice A, B or C above will be created within 2 weeks of the offense and carried out within 12 school weeks.
Student referred for clinical substance use evaluation, if this has not already taken place. Student will meet with a certified substance abuse counselor to develop a Substance Abuse contract.

Providing prohibited substances on campus or any school related activity:

First Offense:

1. Verification and confiscation;
2. Administrator meets with student;
3. Parent/guardian notified, student sent home;
4. Student, guidance counselor, administrator, advisor (optional), parent/guardian meet;
5. Superintendent and Law Enforcement notified;
6. Suspension (minimum of 10 days) with recommendation to school board for expulsion;
7. Student referred for clinical substance use evaluation (if one has not already been done);
8. If student should return after the completion of the evaluation, s/he will meet with designated school personnel to develop a Substance Abuse Contract;
9. Student will follow the terms of the Substance Abuse Contract which is monitored by a certified Substance Abuse Counselor and designated school personnel.

Second Offense:

1. Verification and confiscation;
2. Administrator meets with student;
3. Parent/guardian notified, student sent home;
4. Student, guidance counselor, administrator, advisor (optional), parent/guardian meet;
5. Superintendent and Law Enforcement notified;

6. Suspension (minimum of 10 days) with recommendation to School Board for expulsion.

WEAPONS, VIOLENCE & SCHOOL SAFETY

(Refer to Weapons, Violence, and School Safety Policy JICIA)

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with board policies, school rules, reasonable unwritten behavior expectations and applicable state and federal laws. School staff are required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

Prohibited Conduct

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

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

Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA ss 1001 (9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds of expulsion under other provisions of 20-A MRSA ss 1001 (9 & 9-A) that specifically prohibit the use and possession of weapons, infractions or violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school (as defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis. All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent. Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF.

Psychological Evaluation/Risk Assessment:

The Superintendent may request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school. The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior. All such evaluations shall be performed at the school unit's expense. Although it is considered to be an important assessment tool, the parent/guardian of the student may refuse to submit to it.

STUDENT ACTIVITIES

AFTER SCHOOL ACTIVITIES

Students may stay after school to participate in or observe athletic or co-curricular activities. When the activity has ended, students should wait in the lobby or outside for family members. Students must be present for the full day in order to participate in any after school activities. *Students who are under suspension or expulsion may not participate in any school-related activities including the prom.*

CO-CURRICULAR ACTIVITIES

Students participating in co-curricular activities are representatives of the school. They are expected to meet a high standard of behavior, outlined in the administrative policy on co-curricular participation and must sign a behavior contract at the beginning of each season. **Please refer to the Co-curricular Student Handbook for eligibility requirements.** Among the co-curricular activities available to students are: Math Team, Language Clubs, Tingley Brook, Student Senate, National Honor Society, Speech & Debate Team, & Drama Productions. Students interested in starting a new activity should contact the principal.

FUNDRAISING

Fundraising activities including dances are to be approved in advance by the Student Services Director. Groups are encouraged to undertake creative fundraising activities within the guidelines that include promoting healthful eating habits. Fundraising forms are available in the Student Services Director's office. Approved activities are added to the Fundraising Calendar.

SCHOOL DANCES

The following guidelines apply to dances:

- All handbook rules apply.
- If students leave the dance, they may not return.
- Dances are intended for MCS high school students only.
- A limited number of guests are permitted to attend dances and must be approved by an administrator prior to the dance. Guests must sign in upon arrival. The administration reserves the right to deny permission for anyone to attend.
- Families will be called and students will be sent home if they violate the rules.
- Students absent from school or suspended the day of the dance may not attend. When dances occur on Saturday, students must be present on the preceding Friday.

SCHOOL TRIPS

Each year students have the opportunity to participate in various school trips. Whenever students participate in a school trip, it is required that they make up work within the time frame stated on their field trip form.

STUDENT SENATE

The Student Senate is a representative body with two members from each high school advisee group. The Student Council is elected by students and staff to represent each class. The Senate is a forum for students to express their concerns, to assist in the administration of the school, and to participate in the management of student activities. It operates with a constitution and by-laws. The Senate is intended to promote leadership, initiative, and citizenship among students at Maranacook. It is the responsibility of senators to bring suggestions and concerns from advisee groups to the attention of the Senate and to report on Senate action to their advisee groups. A major goal of the Student Council is to promote school spirit.

Appendix A: Common Disciplinary Actions

Infraction	Possible Consequences
<i>Below are examples of SOME infractions but may not include all</i>	<i>Consequences are determined by administration. Infractions are considered individually, with consequences increasing in severity.</i>
Leaving school grounds without authorization	Parent conference, detention or suspension
Forgery or Misrepresentation	Parent conference, detention or suspension
Throwing of objects which present danger to the school community	Parent conference, detention, and/ or 1-5 day suspension
Open defiance (challenge authority, refusal to give cell phone)	Parent conference, removal from class, detention, suspension remainder of the school day. Heavier consequences dependent on the severity
Harassment, sexual harassment and bullying	Contact to the Attorney General, Detention, Suspension, Restorative Justice, Removal from class(es)
Creating an Unsafe Environment (ie. promoting a fight)	Detention or Suspension
Roaming the halls/ being in the halls during classtime without a pass	Parent call, detention or suspension
Skip class	Parent call, detention or suspension
Class walk-out	1-5 day suspension and parent call
Tardies	Students tardy more than 4x to any class, Focus Time or advisee time will result in administrative detention. Excessive tardies will result in further disciplinary action. Students will also be referred to behavioral RTI
Profanity	Parent phone call, detention, suspension, referral to behavioral RTI
Class Distruption	Detention, suspension 1-3 days
Commiting obscene acts	Suspension 1-5 days
Possession of Any Weapon	Search student possessions on school grounds, suspension 1-10 days and recommendation of expulsion, confiscate weapon
Possession of Prohibited Substances	Search student possessions on school grounds, suspension, call home, contact law enforcement, confiscate substance
Suspicion of being under the influence of a prohibited substance	Search student possessions on school grounds, use of the breathalyzer, suspension, call home, and contact law enforcement

Intent to sell prohibited substances	Search student possessions on school grounds, suspension, call home, contact law enforcement, confiscate substance. Recommendation for expulsion.
Robbery and extortion	1-5 day suspension and parent meeting. Possible contact to law enforcement.
Causing physical injury to another person	1-5 day suspension, parent meeting, contact law enforcement
Play fighting/ "horsing around"	detention, 1-2 day suspension, parent conference, referral to behavioral RTI
Falsely pulling the fire alarm/ calling 911	1-2 day suspension
Threatening another student	1-5 day suspension, restorative justice, parent meeting, possible contact to law enforcement
Violating Acceptable Use Policy (AUP)	Detention, payment for device, loss of device up to 1 year
Inappropriate driving practices	Loss of driving privileges to school, contact law enforcement, parent conference, detention or suspension

Restorative Justice: When appropriate, administration will use restorative justice techniques in the discipline process.

