



# PRHS Student Handbook

## 2023-2024

Our mission is to prepare and support all students within a culture of excellence to do their best and to be their best, so that each can be a successful, contributing citizen, able to adapt to change and to successfully respond to the future.

Poland Regional High School  
Whittier Middle School ❖ Minot Consolidated  
School  
Elm Street School ❖ Poland Community School

RSU 16  
Superintendent Office  
3 Aggregate Road  
Poland, ME 04274  
207-998-2727

<https://www.rsu16.org/>  
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## District Information

Superintendent: Todd Sanders

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Assistant Superintendent: Amy Hediger

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Director of Special Services: Jo St Peter-Scott

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Director of Operations: John Hawley

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Director of Transportation: Stewart Mason

[smason@rsu16.org](mailto:smason@rsu16.org)

Food Service Director: Ellen Dore

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Co-Curricula and Athletic Director: Don King

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Director of Technology: Linda Chaisson

[linda.chaisson@rsu16.org](mailto:linda.chaisson@rsu16.org)

## School Board Members

Please view [this link](#) on our webpage to learn about our school board members

## School Information

<p><b>Poland Regional High School</b>            1457 Maine Street, Poland, ME 04274            (207) 998-5400, (207) 998-5060 (Fax)  <a href="https://www.rsu16.org/prhs">https://www.rsu16.org/prhs</a>            School Office Hours: 7:00 – 4:00            School Hours: 7:40 – 2:10 (1:10 on Wednesdays)</p>	<p><b>Whittier Middle School</b>            1457 Maine Street, Poland, ME 04274            (207) 998-3462, (207) 998-3481 (Fax)  <a href="https://www.rsu16.org/bwms">https://www.rsu16.org/bwms</a>            School Office Hours: 7:00 – 3:30            School Hours: 7:40 – 2:10 (1:10 on Wednesdays)</p>
<p><b>Elm Street School</b>            129 Elm Street            Mechanic Falls, ME 04256            (207) 345-3382, (207) 346-6264 (fax)  <a href="https://www.rsu16.org/ess/index">https://www.rsu16.org/ess/index</a>            School Office Hours: 7:30-4:00            School Hours: 8:30 - 3:15 (2:15 on Wednesdays)</p>	<p><b>Minot Consolidated School</b>            23 Shaw Hill Road            Minot, ME 04258            (207) 346-6471, (207) 345-9535 (Fax)  <a href="https://www.rsu16.org/mcs">https://www.rsu16.org/mcs</a>            Office Hours: 8:00 – 4:00            School Hours: 8:30 – 3:15 (2:15 on Wednesdays)</p>
<p><b>Poland Community School</b>            1250 Maine Street            Poland, Maine 04274            (207) 998-4915, (207) 998-4998 (Fax)  <a href="https://www.rsu16.org/pcs">https://www.rsu16.org/pcs</a>            School Office Hours: 8:00 – 4:30            School Hours: 8:30 – 3:15 (2:15 on Wednesdays)</p>	

## Purpose of Handbook

This student handbook is intended to provide you with general information about our schools, your rights as a student in our schools, and guidelines regarding our operating procedures. We hope that you will find this information useful. While we believe this handbook is comprehensive in nature, please do not hesitate to contact your school administration to clarify any information provided here or anything you believe is missing.

This student/parent handbook is updated regularly but there may be items in this handbook which conflict with district policy. In these cases, district policy supersedes information in this handbook and governs any and all procedures and decision making.

## **Affirmative Action/Nondiscrimination**

It is the policy of RSU 16 to ensure equal employment/educational opportunities and affirmative action regardless of race, sex, orientation, color, national origin, marital status, religion, age or disability in accordance with all federal and state legislation. Affirmative Action officer for RSU 16 : Stacie Field, 998-2727 x102, sfield@rsu16.org.

## **AI Plagiarism**

Students shall not engage in AI plagiarism, which refers to the use of artificial intelligence or automated tools to generate or produce academic work without proper attribution or authorization. AI plagiarism includes but is not limited to, the use of AI-based text generation models to copy, paraphrase, or present someone else's work as their own, without proper citation or acknowledgement.

Examples of AI plagiarism include utilizing AI language models, such as chatbots or essay generators, to create essays, assignments, or any other academic content without sufficient originality or proper citation. Students are expected to uphold the principles of academic integrity, which include the use of their own ideas, proper research and citation practices, and the acknowledgment of external sources.

Students found in violation may face disciplinary actions, including but not limited to academic penalties, loss of credit, and/or other consequences as determined by the school administration.

## **Attendance**

Attendance at school is an essential factor in promoting student achievement. Continued absence from school will affect a student's academic progress.

1. Students are expected to be in school, all day, every day, and on time. The school day begins at **7:40 am at the high school and middle school and 8:40 at the elementary schools.**
2. Parents are asked to call the school (preferred method) or email the School Secretary (accepted alternate method) for all absences, tardies, and dismissals or send a note.
3. Notes and calls from home must be received within 48 hours to excuse tardies and absences.
4. Any student arriving late must report to the Main Office for attendance.
5. If absent, students are responsible for meeting with their teacher(s) and making up any missed work. Generally, work deadlines are extended one day for each day of absence.
6. Absence from school means that the student may not participate in any co-curricular activities that day unless granted special permission by school administration.

By state law, an absence is excused for one of these reasons ONLY: personal illness, but please remember that an illness resulting in three or more consecutive missed days may require a medical note for the absence to continue to be excused; an appointment with a health professional that must be made during the regular school day; observance of a recognized religious holiday when the observance is required during the regular school day; a family

emergency; or a planned absence for a personal or educational purpose which has been pre-approved by administration. Consequences for unexcused absences will be determined by the school administration and in consultation with other school personnel.

### **Planned absences**

RSU 16 recognizes that planned absences for family vacations or other recreational activities are important and will support students missing school for such events. Up to, but no more than five (5) days absent from school will be excused each year for such experiences. These absences must be planned and pre-approved by administration. Additionally, it is the expectation of the district that students complete missing school work in a reasonable time.

### **Tuancy**

There are six different truancy thresholds:

1. A student who has completed 6th grade but is not yet 17 and has 10 or more cumulative unexcused absences.
2. A student who has completed 6th grade but is not yet 17 and has 7 or more consecutive unexcused absences.
3. A student aged 6 or above who hasn't completed 6th grade and has 7 or more cumulative unexcused absences.
4. A student aged 6 or above who hasn't completed 6th grade and has 5 or more consecutive unexcused absences.
5. A student at least 5 years of age and not yet 6 years of age and has NOT completed grade 6, has been enrolled in public school and has not been withdrawn, and has 7 cumulative unexcused absences.
6. A student at least 5 years of age and not yet 6 years of age and has NOT completed grade 6, has been enrolled in public school and has not been withdrawn, and has 5 consecutive unexcused absences.

The truancy resolution levels are followed sequentially and the specific truancy resolution steps that must be followed are:

- Superintendent notified ([MRSA 20A 5051-A 2A-1](#))
- Designated school personnel to develop an intervention plan to address absences ([MRSA 20A 5051-A 2A-2](#))
- Official Parent Notification ([MRSA 20A 5051-A 2C](#))
- Superintendent notifies school board ([MRSA 20A 5051-A 2F](#))
- Parent meeting scheduled ([MRSA 20A 5051-A 2D](#))
- Notification to local law enforcement ([MRSA 20A 5051-A 2E](#))

### **Chronic Absenteeism**

Students who are chronically absent (missing more than 10% of the days they are enrolled of the school year) will be referred to our student services team. Family meetings and support



plans may be utilized to try to improve student attendance. Chronic Absenteeism includes both excused and unexcused absences.

### **Tardiness and dismissals**

All tardies and dismissals are unexcused unless they meet the State definition for excused absences as listed previously. If the tardies and dismissals are consecutive, as outlined above in the six truancy thresholds, then a student will be considered truant. Arriving late to school on a regular basis is disruptive to the learning environment and may prompt a meeting with school administration to address this problem.

## **Behavioral Threat Assessment Management**

Behavioral Threat Assessment Management (BTAM) is a fact-based, investigative approach to evaluate threats and determine how likely a person is to carry out a threat of violence. By investigating, gathering facts, and assessing threats, the Behavioral Threat Assessment Management Team can do four important tasks:

- 1. Identify persons of concern:** This could be an individual at risk for violence against themselves or others. Keep in mind that these individuals may be any type of school stakeholder including, a student, staff member, parent, or community member.
- 2. Gather information/investigate:** Avoid focusing on a single factor. Consider interactions between the person, the situation, and the setting using multiple data sources.
- 3. Assess person and situation:** How concerned should we be about this individual? Be mindful of where the individual falls on the pathway to violence — ideation, planning, preparation, or implementation.
- 4. Manage the person/situation:** What are we going to do about it? How is the school or any other agency providing appropriate support and interventions? Are we taking necessary steps to deter the individual from engaging in violence?

Any behavior that you feel poses a threat of harm to others. This can include direct or indirect threats, concerning behaviors, social media posts, or any other action that causes concern. The best way to report concerning behaviors is by reaching out to your school administrator, counseling team, school resource officer or through RSU 16's Tip Line on our website about your concerns.

## **Bomb Threats**

Bomb threats violate Board of Education policy as well as state and federal law. Making a bomb threat is both a civil violation and a crime under Maine law. Any student suspected of making a threat shall be reported to law enforcement authorities for investigation and possible prosecution. The administration may suspend and/or recommend expulsion for any student who makes a threat. In addition, bomb threats are an extreme disruption of the educational process. Any student who fails to report information or knowledge of a bomb and/or toxic or hazardous materials threat or the existence of a bomb, or other destructive device, in a school building or

on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion. For the full policy, please see [EBCC Bomb Threats](#) on the district website.

## **Books, School Materials**

The [Maine Learning Results](#), approved by the Maine Legislature, articulates goals for all Maine students to be “a responsible and informed citizen” and “an integrated and informed thinker.” Access to and choice of a wide range of reading material are vital to developing perspectives and insights that prepare students for participation in a global society. Students are assigned specific textbooks and learning materials for their educational programming. It is expected that each student will care for these materials and return them in good condition. If a textbook or library book is lost or damaged, parents/caregivers and the student are responsible to pay the replacement cost. Parents/caregivers have every right to limit the reading choices of their own child but do not have the right to limit the reading choices of all students. If a parent/caregiver wishes to restrict their own child’s access to a book that is part of the curriculum, please follow [Board Policy IMBB](#).

## **Bullying**

All students have the right to attend public schools that are safe and secure learning environments. It is the intent of the RSU 16 School Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning. Bullying is detrimental to the school environment and student’s learning, achievement and well being. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment. The administration in each of our schools does not condone and will take action in response to conduct that interferes with students’ opportunity to learn, the educational mission of the RSU 16 schools and the operation of the schools. Please reference the RSU16 board policy on the district website (JICK [Bullying and Cyberbullying in Schools](#)) for more information.

Bullying behavior, as established by state law, includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- 1) Has, or a reasonable person would expect it to have, the effect of:
  - a) Physically harming a student or damaging a student's property.
  - b) Placing a student in reasonable fear of physical harm or damage to the student's property;
- 2) Interferes with the rights of a student by:
  - a) Creating an intimidating or hostile educational environment for the student.
  - b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school.

- 3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics.

Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.

Below are some terms that may help parents to identify if children are having conflicts with peers, displaying mean behavior, or are displaying bullying behavior.

- **Peer Conflict:** Conflict between and among peers is a natural part of growing up. Children will have times when they disagree and can't solve their own problems. They may even become so frustrated that they say mean things or act out physically. If it's peer conflict you will be aware that these children: usually choose to play or hang out together; have equal power (similar age, size, social status, etc.); are equally upset; are both interested in the outcome; will be able to work things out with adult help (after calming down).
- **Mean Behavior:** Children may try out behavior to assert themselves – sometimes saying or doing mean things – such as making fun of others, using a hurtful name, taking something without permission, leaving a child out, or “cutting” in line. If it is mean behavior, usually: it is not planned and seems to happen spontaneously or by chance; it may be aimed at any child nearby; the child being mean may feel badly when an adult points out the harm they've caused.
- **Bullying Behavior:** Bullying is serious behavior that has three key features – all three must be present for the situation to be considered bullying:
  - Power imbalance -- One child clearly has power over the other(s), which may be due to age, size, social status, and so on.
  - Intention to harm -- The purpose of the bullying behavior is to harm or hurt other(s) – it's intended to be mean and is clearly not accidental.
  - Repeated over time or a single significant event -- bullying behavior may continue over time, and get worse with repetition. There is a real or implied threat that the behavior will not stop, and in fact will become even more serious. Bullying can also happen with a single significant event that is threatening and meets the definition of bullying.

## Cell Phone/Electronic Device Use

Cell phones and other electronic devices may not be used in any manner that disrupts the instructional process or violates Board policies or school rules. RSU 16 shall not be responsible

for the loss, theft or damage to cell phones or other electronic devices that students bring with them to school or school activities or use on school transportation.

The following provisions apply to student use of cell phones and other electronic devices: Students are prohibited from using privately-owned, personal electronic devices including, but not limited to cell phones, “smart phones,” “smart watches,” electronic devices, MP3/iPods players, handheld computers/PDAs, and electronic games at school or at school activities except when the teacher or building principal authorizes use for a specific educational, health or safety purpose. School administrators may designate appropriate times and places during which electronic devices and other listening devices may be used (e.g., during lunch periods, study halls, or on school buses traveling to school activities).

Student use of cameras, and other recording devices, is strictly prohibited in locker rooms, bathrooms, and other places where privacy is generally expected. In all other school locations, permission must be granted before photographing/videoing/recording another person during the school day and at school sponsored events.

The use of a cell phone or other electronic device in any manner that violates Board policy or school rules is prohibited. This includes, but is not limited to, harassment, cheating and violations of the student code of conduct. If a Board policy or school rule is violated, the teacher or school administrator may confiscate the device for the remainder of the school day. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion of a violation.

Students who violate Board policy or school rules will be subject to disciplinary consequences which may include:

1. Confiscation of the device until the end of the school day;
2. A conference with the student’s parent/guardian;
3. Exclusion of the device from school for an extended period of time;
4. Penalties up to suspension or expulsion from school, depending upon the nature and circumstances of the violation and the student’s prior disciplinary record; and
5. Referral to law enforcement.

## **Dress Code**

Clothing, including jewelry and other accessories, is expected to be appropriate for the learning environment. It should strengthen school spirit and pride and focus attention upon learning and away from distractions. Immodest clothing is not acceptable.

- Clothes must be worn in a way such that the chest, pelvic/groin area, and buttocks are fully covered with non-see-through material.
- Length of skirts and shorts must provide appropriate coverage.
- Underwear, with the exception of bra straps, are not to be exposed.
- Shoulders may be visible but strapless shirts are not allowed.

- Crop tops are allowed but must fully cover the chest area and must look like a shirt, not underwear.
- Clothing referring to alcohol, tobacco, weaponry, violence, drugs, or profanity is not allowed. Racist, sexist, or otherwise harassing material is not allowed.
- Clothing that presents a safety concern to people and/or property is not allowed.
- Students must wear appropriate footwear at all times.
- Clothing that causes disruption to the learning environment is not allowed. School administration reserves the right to determine whether clothing is disruptive.

Students not wearing acceptable attire will be reminded and given the opportunity to change into acceptable attire. Parents will be contacted if there is an ongoing issue with appropriate attire. Final determination for appropriate dress is at the discretion of administration.

## **Drugs/Alcohol Use and Possession**

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, manufacturing, offering or being under the influence of prohibited substances in all of the following circumstances:

- Before, during and after school hours, at school, in any school building, on any school premises;
- In any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities;
- Off school property at any school-sponsored or school-approved activity, event or function (such as a field trip or an athletic event) where students are under the jurisdiction of the school unit;
- Or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools.

While at school or during any school activity, students are also prohibited from offering or accepting to furnish, sell, receive or buy prohibited substances at a location off school premises. Students are prohibited from wearing at school or school-related functions any article of clothing or product (such as T-shirts, hats, pins, etc.) that advertises, promotes, or references the use of prohibited substances.

Advertising of prohibited substances in school buildings, at school functions, on school owned property and in school publications is prohibited.

In determining the level of discipline for violations of this policy, the administration will consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation, the student's prior disciplinary record and any action plan developed with the Substance Abuse Counselor and/or Student Services Team. All disciplinary consequences include referral to a substance abuse counselor.

## Enrollment

Parents/guardians wishing to enroll their child in RSU 16 schools are required to provide immunization records, birth certificate and verification of residency in Mechanic Falls, Minot or Poland. Please contact the office for appropriate registration forms. If a student transfers to another school, the new school will contact us to send the child's records. It is helpful for parents/guardians to let us know in advance that their child will be transferring to another school. This will allow us to send records in a timely manner and plan appropriate closure for the child.

When a student enrolls in our school district, we will review their school records and previous school experience to determine appropriate placement in our schools. Considerations will include class size and student needs.

## Field Trips

The school will provide permission slips for all field trips and students must return signed permission slips to participate in field trips. Phone call notifications from parents/guardians will not be accepted. Parental notification of a trip is sufficient only for the following exceptions: trips that occur within the district, with students traveling school to school; trips that involve an entire grade level for a curriculum related event; trips that are regularly scheduled as part of a particular educational program. The schools will provide adequate supervision during the trip to maintain discipline and safety and to respond to emergencies; and students participating in field trips are expected to conduct themselves in a manner consistent with RSU 16 School Board policies and school rules. [Policy IJOA](#)

## Graduation Requirements (HS Only)

Learning Area	Courses that must be successfully completed in order to demonstrate graduation level competency
English	English II <b>and</b> two other English credits: English III, Senior English, AP English Literature, AP English Language, dual enrollment/college English
Social Studies	Global Studies, U.S. History (US I and II or AP US), Comparative Government and Economics or AP Government <b>and</b> 3.5 credits
Math	Integrated Math 4
Science	Physical Science, Biology <b>and</b> Introduction to Chemistry or Chemistry
Learning Area	Other requirements
English, Math, Science	4 total credits in each of these learning areas

Visual/Performing Arts	1 credit of Visual and Performing Arts
Physical Education & Health	.5 credit Health, 1 credit Physical Education electives (at least one course with the personal fitness plan standard)
Technology	1 credit in Technology

***Addition Requirements and Notes***

- **24 course credits and 4 Roundtable credits are required for graduation.** The typical number of credits earned from all required courses is 20.
- All students must pass **Roundtable** each year, including the **Freshman Roundtable Project**, the **Sophomore Exhibition**, the **Junior Career Portfolio** and the **Senior Celebration**.
- Students may earn credit toward graduation for completing an approved equivalent to one or more of the requirements listed above.
- Participate in state mandated testing.

In order to participate in the formal graduation ceremony with their class, it is expected that all students complete the graduation requirements listed in the policy AND pay all outstanding fees, charges, and debts incurred through the school or the district.

## **Harassment/Sexual Harassment**

Harassment of any individual within the community is unacceptable. Harassment complaints should be immediately directed to a school administrator. For details, see the district policy, [ACAA Harassment & Sexual Harassment of Students](#).

Harassment of students because of, or the perception of, race, color, sex, religion, ancestry or national origin, sexual orientation, or disability is prohibited. Such conduct is a violation of the RSU 16 School Board policy and may constitute illegal discrimination under State and Federal laws.

Harassment includes, but is not limited to, verbal abuse based on race, color, sex, religion, ancestry or national origin, sexual orientation, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the RSU 16 policy [JICIA – Weapons, Violence and School Safety](#).

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student’s education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment is considered grounds for disciplinary action, up to and including expulsion. Harassment of students by district employees is considered grounds for disciplinary action, up to and including discharge. If criminal action is involved, the case will be referred to law enforcement.

### **Complaint procedure for Harassment**

Any student who believes they have been discriminated against or harassed should report their concern promptly to the building principal. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the building principal. School staff is expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal. Students are encouraged to utilize the school unit's complaint procedure.

For complaints by students: [ACAA-R Student Discrimination or Harassment Complaint Procedure](#)

However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the federal office for Civil Rights, Regional Director, U.S. Department of Education, SW McCormack POCH Room 222, Boston, MA 02109- 4557 (telephone: 617-223-9622). Formal complaints under this policy must be made in writing.

## **Hazing**

RSU 16 is committed to the personal development of each student in our academic programs, including our extra- and co-curricular programs. RSU 16 is committed to providing a safe learning environment for all participants, coaches, and supporters. As a result, we unequivocally oppose any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule to any person.

RSU 16 defines hazing as any act, whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate them, or which may in any fashion compromise their dignity as a person. Reported incidents will be investigated promptly and in a manner that protects the rights of the person filing the complaint, the person complained against, and the school. Student-athletes who participate in such actions will be subject to discipline by the coach and/or athletic administrator.

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



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

## **Immunizations**

All children attending a public or private school in Maine, including homeschool students that participate in any extra curricular activities a public school, **MUST** have the following immunizations:

A minimum required for PK entry:

- 4 DTaP (diphtheria, tetanus, pertussis)
- 3 Polio
- 1 MMR (measles, mumps, rubella)
- 1 Varicella (chickenpox)

A minimum required for Kindergarten entry:

- 5 DTaP (4 DTaP if 4th is given on or after 4th birthday)
- 4 Polio (3 Polio if the 3rd is given on or after the 4th birthday)
- 2 MMR (measles, mumps, rubella)
- 2 Varicella (chickenpox) or reliable history of disease

Required for 7th grade entry:

- 1 Tdap (tetanus, diphtheria, pertussis)
- 1 Meningococcal Conjugate Vaccine (MCV4)

Required for 12th grade entry:

- 2 MCV4, only one dose is required if the 1st dose is given on or after 16th birthday

Each immunization entry must include:

- Vaccine type, date, administered and the name of the provider

Please note that effective 2021/2022 school year only medical exemptions will be allowed per Maine Law LD798.

## **Laptops**

RSU 16 is committed to preparing our students for a digital world. We provide all students in **grades PK-12** access to a school-issued laptop to ensure our students have equal access to digital resources.

All Students pay a yearly use fee that funds a district self-insurance fund. Any damage to a student laptop will be investigated to determine if the damage was the result of an accident or negligence. Accidental damage will be covered by the self-insurance fund provides money to repair the laptop at no cost to the student. Students must pay \$100 to defray the cost of repairs

due to negligence. The district reserves the right to require payment for the full cost of repairs and/or replacement in cases of extreme negligence, vandalism or multiple incidences of damage.

[Policies: IJNDB-C; IJNDB; INJB-R](#)

## Medications in School

RSU 16 is committed to ensuring the safety of all students who may require medication at school. See policy [JLCD](#). Whenever possible, students should be given medication at home outside of the school day. To ensure safe practice, this medication policy was developed with the intention of keeping students requiring essential medications in school without placing undue burden upon those responsible for their care. Medication must be delivered by a parent/guardian. For prescription medication to be administered, in addition to parent/guardian consent, the physician should concur that the administration of a medication during school hours is necessary for the health of the student.

If it is necessary for your child to take medication during the school day, please be advised that the school board policy outlines limitations in this matter:

- 1. Students may not transport any medication to or from school.**
2. Students may not self medicate or provide medications to other students.
3. No over-the-counter-medication is allowed at school unless brought to school and administered by the parent/guardian.
- 4. All prescription medication must be brought to school by the parent/guardian in the original container or it will not be administered.** The following information must be on the container: the name of the child, the name of the medication, when the medicine is to be administered, and the number of days to be taken. If you request a second container from your pharmacy, they will provide one at no cost to you. Parents/guardians as well as your child's physician are required to complete a medication permission form. This procedure applies to both prescription and over the counter drugs. Due to possible adverse reactions, the first dose of any medication should be given at home, at least 12 hours prior to the child coming to school.
- 5. All prescription medication must be kept in the nurse's office.** Please understand it is the child's responsibility to remember to come to the nurse's office to take the medication. A log of students taking medicine will be kept.
6. By asking the school to administer medication to students, the parent acknowledges and agrees that unlicensed personnel may administer the medication.
7. If your child needs cough drops, please send a note to the teacher giving permission for your child to take them.

Over the counter medications not listed on the Standing Orders list will be treated as medications needing labeled containers, a medication form completed (by the parent/guardian and physician), and brought in by an adult. Parents/Guardians must sign a new permission form each year for standing order medications to be administered at school. Parents/Guardians are responsible for removing the medications from school once a medication has been discontinued, or at the end of the school year. Medications left in the clinic after students are dismissed on the last day of school will be discarded.

A copy of [the policy](#) and [appropriate forms](#) are available in the nurse's office.

## **Personal Property**

Students are strongly discouraged from bringing personal items of value to school. Students should not have large quantities of money. Personal items that become a distraction may be confiscated and returned to a parent. The school is not responsible for the theft of personal items.

## **Pest Management Notification**

### **Pest Control**

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

### **Pesticide Use**

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use a licensed contractor specialized in such applications and will recommend the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites in accordance with Board Policies ECB and ECB-E2.

### **Your Right to Know**

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notification signs will also be posted in school and on school grounds. Notification may not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the school's integrated pest management policy and the Maine Board of Pesticides Control

Regulation CMR 01-026 Chapter 27 by contacting our IPM coordinator, Tony Bennett at 207-998-5400.

## **Promotion/Retention**

The retention of a student in a grade is considered a last resort option to meet student needs. A range of interventions will be utilized by individual teachers and schools to provide significant and continual support to address potential learning and behavioral challenges. If retention is considered as an intervention, the decision will be made as much as possible in collaboration between parents, teachers and administration. Parents will be notified as early as possible that retention is being considered and no later than March 15. Parents dissatisfied with this decision have the right to appeal to the superintendent. Decisions regarding students who qualify for special education will be made through the IEP team process.

## **School Conferences**

### **Student Led Conferences**

All students in grades PreK-12 will prepare for and lead their own student-led conference twice a year. This is an opportunity for students to share their learning with parents. The students will come prepared to reflect on their learning, share evidence that demonstrates progress towards mastery and share their own personal and academic goals. In grades PreK-6, the student will prepare for their conference with their primary classroom teacher. In grades 7-12, the student will prepare with their Roundtable teacher.

### **Parent/Teacher Conferences**

A Parent-Teacher Conference is a chance for the parent and teacher to discuss student progress. Typically the teacher reports student academic and social achievement to the parent. While Student-Led Conferences are designated as time for students to share their learning with parents, it is understood that teachers and parents will meet as issues arise during the school year. Teachers will strive to clearly communicate student progress throughout the year and will be available for parent requested conferences.

## **School Nutrition Program**

Breakfast and Lunch are available at no charge to students each day. Ala Carte items are available to High School and Middle School students. These items cannot be charged and must be paid for either by having money preloaded on their account or by cash or check. Parents have online accessibility to view and pay on accounts through MySchoolBucks.com

Menus are posted monthly on RSU16.org under the Food Service tab.

Even though meals are at no charge to the students for the school year, parents are still encouraged to fill out the meal benefit application. The confidential information obtained through these applications help the district in qualifying for various different programs, such as Title One,

Federal and State Grants and the Summer Feeding Program. Those applications can be found on the RSU 16 website, at school or online at [www.nlappscloud.com](http://www.nlappscloud.com)

## **School Publications**

School sponsored student publications (i.e. Yearbooks, news articles, video news programs) are part of the education program and as such are subject to approval by administration. Administration reserves the right to edit the content of such publications to ensure it meets school guidelines.

## **Security Cameras**

School buildings and buses have security cameras for the purpose of enhancing safety and security. Cameras may be used to investigate suspected violations of board policies, school rules or other inappropriate conduct, to monitor activity to promote safety and security, and to allow law enforcement to investigate school safety issues or possible criminal behavior. Parents/guardians of a student (or a student 18 years old or older) may, upon request, view the positions of a recording used as a basis for disciplinary action against that student. Such viewing will be conducted in the presence of the building principal, and in a manner that does not violate the confidentiality rights of other students. [Policy ECA](#).

## **Searches of Students**

School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure. Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operation, discipline or general welfare of the school. When special circumstances exist, including but not limited to a suspected ongoing violation of the Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion. Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school. Only locks provided by RSU 16 may be used to secure student lockers. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Canine patrols may be used. If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

Searching of students administrative procedure policy can be found on the [Policy JIH](#)

## **504**

Section 504 is part of the Federal Rehabilitation Act of 1973, which was enacted by Congress to combat discrimination against individuals with disabilities in services, programs and activities administered by any entity that receives federal funds, including public schools. A student with a disability should be considered for eligibility under Section 504 if they have a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment. Major life activities (includes but are not limited to) caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Examples of “impairments” include (but are not limited to) severe allergies, cerebral palsy, diabetes, and epilepsy.

If you suspect your child has a disability which would make your child eligible for a 504 plan, please contact the designated 504 Building Coordinator in your child’s school. [Follow this link to the 504 notice.](#)

## **Special Education**

It is the responsibility of RSU 16 to identify all children within its jurisdiction who may be students with disabilities. Referrals for special education may be made by school personnel, parents and representatives of state agencies that have students placed in their custody or care. Parent referrals shall be in writing, stating the reason(s) for referral and be submitted to the Principal. All referrals will be forwarded to the Special Education Director and team leader.

### **SPECIAL EDUCATION REFERRAL PROCESS:**

RSU 16 has a duty to locate, evaluate and identify any child residing in the District who qualifies for Special Education services or any child attending public schools who may require Section 504 accommodations or services.

Students suspected of having a disability that requires special education will be referred to the IEP Team for an evaluation in all suspected areas of disability. Parents, professional school staff and/or other individuals or agency representatives with knowledge of the child, may make referrals of students to the IEP Team. Parent permission is required to proceed with the IEP referral process.

## **Student Athletes (HS & MS)**

### **Concussion Return to Play Procedure**

All Poland Regional coaches are required to be trained in CPR and Sport First Aid. In addition, PRHS will make every effort to have an athletic trainer available for home contests. If an athlete suffers trauma to the body or head, and displays the signs and symptoms of a concussion, they must immediately be removed from play and evaluated by the appropriate medical personnel such as the athletic trainer and/or team physician. If an athlete loses consciousness, or suffers

severe symptoms, the Emergency Medical System must be activated. If an athlete is seen by a health care professional for sport injury, they will be required to present a doctor's note for clearance to begin RTP, Return to Play. In the case of suspected concussion, clearance will be to begin the RTP Protocol monitored by the athletic trainer, school nurse or health care professional. In all cases, when returning from a concussion, there will be Return to Learn before Return To Play practice. A graduated school reentry plan is developed by the school staff, such as the concussed student's teachers, guidance counselor, school nurse, athletic trainer, neuropsychologist (if available), parent(s)/caregivers and medical provider. For more detailed information see the RTP protocol listed on the athletic web page.

### **Eligibility**

**High School-** Students must be in good standing academically in order to participate in a leadership position, public performance, or in a competition event with other schools while fulfilling that requirement. A student that is in good standing must: Be enrolled and actively engaged in the required number of courses (the equivalent of 6 classes and Roundtable-[policy JJJ](#)). **Middle School-** If a student is receiving at least a 2.5 in all academic standards grades, he or she is eligible to participate. However, please be aware that a 3 indicates the student is meeting the standard. If a student has less than a 2.5 in any academic standard, but he or she has at least a 2.5 for his or her Habits of Work grade in that class, the student is eligible to participate. This indicates that the student is working toward meeting standards.

### **Registration Requirements**

Any student in grades 7-12 who wishes to participate in athletics must complete the online registration at [FamilyID.com](#). Parents and athletes must register together to complete a health questionnaire, emergency contact information, and an assumption of risk form. To access the registration, log on to FamilyID.com and enter RSU16 as the organization name. In addition, a physical completed by a medical professional must be submitted and updated every two years.

## **Student Records**

All student education records that are maintained by RSU 16, as required by both Maine Law and Federal Family Educational Rights and Privacy Act (FERPA), shall be confidential. The district has designated the following information about students as directory information: name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level of students in extracurricular activities, date of attendance at the school, and honors and awards received. The district may disclose directory information about students in attendance if it has given the notification required by FERPA to parents of the students and to eligible students, and has not received timely written notice refusing permission to designate some or all of the types of information about a student as directory information. Under Maine Law, the school shall not publish on the internet, without written parental consent, any information, whether directory or otherwise, that identifies a student including, but not limited to, the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents' names.

**HS only:** Federal law requires secondary schools to provide student names, addresses and telephone numbers to military recruiters and institutions of higher education, upon request. Parents and legal guardians of students, however, have the right to request that the school NOT release such information without prior written parental consent. To prevent the release of this information, please contact the high school guidance office to obtain the appropriate form.

## **Technology/Internet Acceptable Use**

Regional School Unit 16's technology devices, network and Internet access are provided to support the educational mission of the schools. Privately owned devices are not allowed on the school's internal networks. Those devices may access the Guest wireless network. Compliance with the district's policies and rules concerning technology use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their technology privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student's technology privileges will be altered, based on the circumstances of the particular case. The building administrator's decision will be final. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. RSU 16's technology devices remain under the control, custody and supervision of the school unit at all times.

The district has the ability to monitor all technology devices and Internet activity by students. Students have no expectation of privacy in their use of school technology devices, whether they are used on or off school property. RSU 16 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. The district takes precautions to supervise student use of the Internet and also educates students about appropriate use of the Internet, but parents should be aware that the RSU 16 cannot reasonably prevent all instances of inappropriate technology use by students that may violate Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the internet.

Students may not use RSU 16 technology or internet service to: access or communicate inappropriate materials; violate copyright laws; engage in illegal activities; or plagiarize. Additionally, students must not avoid school internet filters designed for their safety. Students who damage school technology equipment intentionally may be billed for such damages and may face disciplinary consequences.

## **Tobacco Products Use and Possession**

The RSU 16 Board of Education is committed to promoting the health, welfare and safety of students, staff and community members. RSU 16, including all buildings and property, will be tobacco (includes vaping devices and e-cigarettes) free 24 hours a day, 365 days per year. This includes all days that school is not in session and all functions taking place on school grounds.



School activities to be smoke free include but are not restricted to: buildings, parking lots, wilderness trails, playing fields, and athletic functions.

## **Transportation**

Providing daily transportation to and from school, that is both safe and economical, is an important part of the school district's commitment to serving all students. Expectations for student behavior on district buses is an essential part of safety. These expectations are outlined in our [behavior matrix on the district website](#). School board policy [EEAC-R](#) "Student Transportation Procedure" guides our decision-making for determining bus stops and safety training for students. If you ever have concerns about your child's bus stop, please contact the transportation director.

## **Visitors**

RSU 16 encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, building principals have administrative procedures concerning visitors to the schools. Such procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location. In all schools, visitors are expected to report to the main office upon arrival at the school to sign in and receive their visitor name tag. 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. School and classroom visits must not be disruptive or in any way interfere with the instructional program. All visits and visitors will be subject to the authority of the building principal, who may restrict or limit visits, or visitors as they consider necessary. For more information, please review [school board policy KI](#).

## **Weapons, Violence and School Safety**

Weapons possession or use is prohibited on school property. "Weapon" is defined as 1) any article commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person or 2) any object, although not necessarily designed to be a weapon, used to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Students found in possession of a weapon may be disciplined, up to and including expulsion. In addition, law enforcement will be notified. Firearms possession on school grounds, pursuant to federal law, is punishable by expulsion for a period of no less than one year and referral to law enforcement for criminal charges. See the district policy, [JICIA Weapons Violence & School Safety](#), for details.

## **Emergency Plans**

In the event of an emergency an administrator or their designee will make the verbal

directive for the action plan. Administrators and staff are trained yearly on the Comprehensive Emergency Management Plan. Students are also trained in how to respond to an emergency drill. We conduct various drills throughout the school year including school evacuations, fire drills, lockdown drills, and other relevant drills.

## **Electronic Signatures**

Some school forms will be offered electronically and parents/guardians will sign electronically. These signatures will be considered official by school personnel. Anyone who does not wish to sign forms electronically may ask for a paper copy of the form.

**School specific information, rules and expectations will be included in the remaining part of this handbook.**

It is the responsibility of all students to familiarize themselves with the following expectations designed to help us create a safe, welcoming environment conducive to learning.

## **High School Core Values**

The community at Poland Regional High School values

- character: integrity, perseverance, respect, and courage;
- community: tolerance, teamwork, a safe environment, and pride;
- citizenship: leadership, service, responsibility, ethical problem solving.

We promote these values through our curriculum, co-curricular activities, counseling programs, governance, interpersonal relationships, and commitment to service.

## **High School Mission Statement**

- To teach all students to use their minds well and to cultivate their particular talents.
- To establish a culture of respect, responsibility, service and courage.
- To demand excellence and to foster lifelong learning in a safe, welcoming environment.

## **Honor Code Pledge**

I pledge to treat myself and others with respect, to bring no harm to my school or to the members of my community, and to be honest in all my endeavors. I will try my best and will take responsibility for my actions and ownership of my choices.

## **Student Services**

The Student Services program at PRHS strives to meet the unique needs and encourage the individual dreams of all students. This is accomplished through the combined efforts of students, families, the school, and community. The Student Services team includes social workers, the school nurse, nursing assistant, school counselors, the BARR/RTI coordinator, the School Resource Deputy, the Assistant Principal, and the Principal.

## **Academic Support**

The period of time during the students' schedule when they may access support needed to complete assignments. Freshman and sophomore students are generally scheduled for this period at the same time as their core subject teachers.

- During Academic Support the student may sign-out to access the Information Center or Learning Center, which is staffed by personnel trained to assist students.
- A Guided Academic Support exists for juniors and seniors who will benefit from a smaller, more focused environment.
- At no time should students be wandering the hallways during Academic Support.

## **After School Supervision**

Limited supervision is provided for students after school. Unless students are staying after school for academic support, athletics, or other co-curricular activities, they leave at 2:10 (1:10 on early release Wednesdays).

- Students staying for an activity should arrange for transportation as soon as their

activity has completed.

- Students are not allowed in the gym or weight room unsupervised.
- Students who abuse the after-school privilege will be prohibited from staying after school for an appropriate period of time, to be determined by school administration.

## **Attendance**

Continued absence from school will affect a student's academic progress. Please see the [district policy](#) (JEA) for details.

- Students are expected to be in school, all day, every day, and on time. The school day begins at 7:40 am.
- Parents are asked to call the school (998-5400, ext. 124) for all absences, tardies, and dismissals or send a note.
- Notes and calls from home must be received within 48 hours to excuse tardies and absences.
- Any student arriving late must report to the Main Office for attendance.
- If absent, students are responsible for meeting with their teachers and making up any missed work. Generally, work deadlines are extended one class meeting for each day of absence.
- Absence from school means that the student may not participate in any co-curricular activities that day unless granted special permission by school administration.

## **Attendance: Tardiness and Unexcused Early Dismissals**

- Students late to class must present a pass excusing the lateness from the staff member who detained them.
- In a single semester, three unexcused tardies will result in a one-hour detention; six unexcused tardies in a two-hour detention; nine unexcused tardies in a three-hour detention. Continued tardiness will result in referral to the Student Judiciary Board and possibly loss of driving and/or senior privileges (when applicable).

## **ATVs, dirt bikes, roller skates/blades/shoes (“wheelies”), skateboards, and snowmobiles**

These devices are not permitted to be operated on school grounds for any reason. The list is not exhaustive. School administration reserves the right to prohibit the use of any conveyances that interfere with school safety or operation.

## **Backpacks**

Full-sized backpacks should be left in lockers during the school day. Full, heavy backpacks can cause injury in the halls and in the classroom. Overfilled backpacks can damage a student's back and neck. Students may use drawstring or other similarly-sized bags to convey materials for the next class in the hallways. Students who do not abide by this policy will be subject to disciplinary action for insubordination and possible referral to the Student Judiciary Board.

Students are not permitted to leave backpacks or other items in the main office public space. All items brought to school are expected to fit in a locker. Make storage arrangements with the assistant principal or co-curricular director if larger items must be

brought to school.

## Bell Schedules

M/T/Th/F Schedule	Early Release Wednesday
<p><b>Regular</b></p> <p>7:40-9:00 Block 1 (5 min passing)            9:05-10:25 Block 2            10:28-10:53 10/11 Lunch, 9/12 RT            10:56-11:21 9/12 Lunch, 10/11 RT            11:25-12:45 Block 3 (5 minute passing)            12:50-2:10 Block 4</p>	<p><b>Regular</b></p> <p>7:40-8:45 Block 1            8:49-9:54 Block 2            9:59-11:04 Block 3            11:07-11:32 10/11 Lunch, 9/12 RT            11:35-12:00 9/12 Lunch, 10/11 RT            12:04-1:10 Block 4</p>
<p><b>1-Hour Delay</b></p> <p>8:40-9:46 Block 1            9:50-10:56 Block 2            10:59-11:24 10/11 Lunch, 9/12 RT            11:27-11:52 9/12 Lunch, 10/11 RT            11:55-1:00 Block 3            1:04-2:10 Block 4</p>	<p><b>1-Hour Delay</b></p> <p>8:40-9:46 Block 1            9:50-10:56 Block 2            10:59-11:24 10/11 Lunch, 9/12 RT            11:27-11:52 9/12 Lunch, 10/11 RT            11:55-1:00 Block 3            1:04-2:10 Block 4            No early release on Wednesday delays</p>
<p><b>2-Hour Delay</b></p> <p>9:40-10:31 Block 1            10:34-10:59 10/11 Lunch, 9/12 RT            11:02-11:27 9/12 Lunch, 10/11 RT            11:30-12:21 Block 2            12:24-1:15 Block 3            1:18-2:10 Block 4</p>	<p>No such thing!</p>

## Bicycles

- Bicycles ridden to school must be placed in the bike rack.
- Unsafe riding will result in a loss of the privilege to bring the bike to school.

## Building and Grounds

Maintenance of building and grounds is the responsibility of each member of the school community. We are responsible for taking pride in our school's appearance.

- Anyone leaving trash in the café or lobby will be assigned a natural consequence.
- For safety and to prevent damage to the lawns and field areas, snowmobiles, ATVs, and dirt bikes are not permitted on school property.

## Cameras for Security

Cameras have been installed to monitor activity in the parking lots and will be consulted regularly in disciplinary proceedings. Cameras have also been placed throughout the school to ensure the safety of the school community.

## Cafeteria

The cafeteria is provided as a space for students and staff to eat meals, meet informally, and complete school work. At all times, students are expected to behave appropriately and respectfully. At breakfast and lunch, students will

- leave backpacks and other large items in the tech hall, against the wall across from the display cases and away from classroom doors OR will keep them under the cafeteria table until the period is finished
- line up for food service in the order in which they arrived (either the main area or the secondary service area within the cafeteria)
- not cut the line or form a second line entering the main food service area
- bus their own items by placing garbage in the appropriate cafeteria container and trays in the kitchen window
- not have more than 8 students at a table or 6 at a booth
- leave their tables and the area around their tables clean and ready for the next set of students
- keep school-issued electronic devices off tables and stored in their bags for the duration of lunch
- LUNCH ONLY: Students will remain in the cafeteria for the period unless they are visiting the office, or the library (with a lunch pass). No students are permitted in the lobby without staff or administration permission. The arts hall is closed during lunch. Students will move through the cafeteria to access the D Wing.

High school students may not be in the cafeteria while the middle school is using it (breakfast and lunch).

Students who don't meet these expectations or are otherwise disruptive or disrespectful will be assigned lunch in the office for an appropriate amount of time and/or other disciplinary consequences.

Students require teacher or administrator permission to work in the cafeteria outside of breakfast and lunch. While in the cafeteria, students will work quietly. Students whose behavior is disruptive or disrespectful will be sent back to class or to the office for additional disciplinary consequences.

## Cars on Campus

Parking for students who wish to bring cars to school is provided at the lot closest to Route 26. **No ATVs, dirt bikes, or snowmobiles may be operated on school grounds.** Students are required to obtain a **parking permit** from the Main Office at a cost of \$2. The permit must hang from the rearview mirror of the car. The permit gives the student exclusive use of the corresponding space in the student lot. During school hours, students may park **only** in the spot they have reserved. Bringing a car to school is a privilege which may be taken away for any infraction. Infractions may also result in

towing at student expense.

- Students must park in the space assigned to them. Students who have not reserved a space may not park on campus until they do so. Students are not permitted, at any time, to park on the grass, in evacuation spaces, or in spaces without numbers.
- Students may not go to the parking lot during the school day without permission from the Main Office.
- Students must obey all traffic laws.
- State law allows for search of any vehicle on school grounds by school administration.
- Refusal to allow a vehicle search will result in a loss of driving privileges and/or suspension, per [district policy](#) (JIH).
- Student drivers are asked to refrain from leaving the parking lot while buses are in motion.
- Any students driving themselves or others off campus at unapproved times will lose driving privileges.
- Violations of the vehicle use policy may result in loss of driving privileges for a period of time determined by school administration. Subsequent infractions will result in loss of privileges for extended periods of time and/ or suspension and may result in referral to the Student Judiciary Board and/or the School Resource Deputy.

## **Cell Phones and other Electronic Devices**

Student electronic devices are subject to control by the school just like backpacks, lockers, and clothing. Students do not have the right to use any of these items to disrupt the educational process. Teachers will develop policies within their classrooms that encourage engagement in course material. To view the entire district policy, JIC-J, please visit the district [website](#).

- Device use is permitted during lunch, before school, after school, and during passing periods between classes. At all other times, particularly during class time and in assemblies, they should be off and out of sight unless the classroom teacher or a school administrator has granted the student permission to use them.
- Using a device during passing period between classes will not be an excuse for tardiness to class. Students must have a note from a staff member explaining and excusing the tardiness.
- The school is not responsible for any devices that are brought to school by students. The school may investigate theft when reasonable.
- Devices are not allowed during exam periods unless permitted by the proctor.
- Students who fail to follow cell phone use rules in class may: have to give their phone to the teacher for the remainder of the block; have their phone held in the main office for the remainder of the day; be required to have a parent pick up the phone; be required to leave their phone in the main office every day.
- Students in the office for disciplinary reasons may not use their phone and must turn it over to office staff.

## **Clothing**

Clothing, including jewelry and other accessories, is expected to be appropriate for the

learning environment. It should strengthen school spirit and pride and focus attention upon learning and away from distractions. Immodest clothing is not acceptable. Any student who violates the dress code will be asked to change or will be sent home. Repeated violations may result in additional disciplinary consequences, including referral to the Student Judiciary Board. See also the district's entry earlier in this handbook.

## Co-curricular Activities

Students are required to participate in two (2) co-curricular activities over the course of all four years. For details, please see the district policy (IKF) on the [website](#). The requirement may be met through participation in a season-long activity (i.e., athletics), on-going organizations (i.e., clubs), or co-curricular performance groups (i.e. the cast and crew of a school play). Students will be expected to participate for the duration of the activity in which they choose to participate. Students will receive credit for participation in the co-curricular activities sponsored by the school. Credit will not be granted to students participating in activities or groups outside of Poland Regional High School. All students must be academically eligible to participate in co-curricular activities. Students may work with the co-curricular director to create new co-curricular possibilities. A complete listing of co-curricular activities is available from the Director of Co-curricular Activities (ext 109 or [dking@rsu16.org](mailto:dking@rsu16.org)).

## Co-curricular Eligibility

Students must be in good standing academically in order to participate in a leadership position, public performance, or competition event involving other schools. That is, the student must be enrolled in and passing 6 classes and Roundtable. Habits of Work (HOW) grades are considered when determining eligibility. **NOTE:** Double- and triple-block classes count as two (2) or three (3) classes. For example, Math 2/3 meets for two blocks and will count as 2 of the 6 classes required to be eligible. For the complete eligibility policy (JJJ), please see the district [website](#).

- Students who do not complete disciplinary consequences by the deadline assigned are not eligible to participate in co-curricular activities until they have served the consequences. Students who are ineligible to play or perform due to unserved disciplinary consequences may NOT practice with their activity. They will not be allowed to dress for games or performances. Co-curricular sponsors and coaches may concurrently restrict participation for any student who fails to serve a disciplinary consequence. Eligibility will be reinstated when administration has confirmed that students have served the consequence(s).
- Students who are academically ineligible to play or perform may still practice with their activity in order to satisfy their co-curricular requirement. They will not be allowed to dress for games or performances.
- Academic eligibility standards may be obtained from the coach, Roundtable Advisor, or Director of Co- Curricular Activities.
- All students participating in school-sponsored athletics are expected to follow district substance abuse policy.

## Dances (if conditions permit)

For Homecoming, Winter Carnival, and any other dance except Prom, any currently



enrolled PRHS student may purchase tickets. For Prom, only 11<sup>th</sup> and 12<sup>th</sup> grade enrolled students may purchase tickets. Enrolled PRHS students in 9<sup>th</sup> or 10<sup>th</sup> grade may attend Prom if invited by an 11<sup>th</sup> or 12<sup>th</sup> grade student. For the **Homecoming Bonfire**, any student who plays on a PRHS fall sports team may attend regardless of whether they are enrolled at PRHS or not.

- Guests may be invited but must be approved by the Assistant Principal no later than the Wednesday before the dance. “Guests” are defined as students who attend other schools, homeschooled students, or individuals who are no longer in school. Alumni are not permitted at any dance other than Prom. No guests are permitted at the Homecoming Bonfire.
- Guests must be no younger than 9th grade nor older than 18 years. If they are students, they must be in good standing at their own school. For Prom ONLY, guests may be up to 20 years old.
- PRHS students are ineligible for a dance if they have had any of the following:
  - Homecoming*: any out-of-school suspension; more than 3 unexcused absences from school; or any unserved disciplinary consequences

*Winter Carnival*: multiple out-of-school suspensions or suspension for a capital offense during the school year; any out-of-school suspension since the start of second semester; more than 3 unexcused absences from school in second semester; or any unserved disciplinary consequences assigned during second semester

*Prom*: multiple out-of-school suspensions or suspension for a capital offense since the start of second semester; or any unserved disciplinary consequences assigned during second semester

Outside drinks or food are not permitted at school dances or the Homecoming Bonfire. Students who leave a dance or the bonfire before it has ended are not permitted to return without approval from an administrator.

Administration reserves the right to deny attendance to a school dance for any student if the student’s attendance will create or exacerbate a dangerous situation, whether or not the student is otherwise eligible to attend.

## **Detention**

Detentions are assigned for periods of one, two, or three hours.

- Detention begins promptly at 2:15. Any person arriving after that time will not be allowed entrance.
- The Assistant Principal or his designee will assign detention dates.
- Students missing their assigned detention without a verifiable excuse will be ineligible for participation in co-curricular activities. They may also earn an appropriate disciplinary consequence, which may include suspension in school the next day.
- Working with a teacher or other staff member may not replace an assigned Main Office detention without prior administrative approval.

## **Fees and Bills**

All outstanding bills must be paid before graduation in order for graduates to march at the graduation ceremony. Fees include but are not limited to obligations related to:

- athletic/co-curricular activities
- food service (see board [policy](#) JQA School Nutrition Unpaid Charges)
- technology (see board [policy](#), IJNDB-R Student Technology Devices & Internet Use Rules)
- library materials
- textbooks/class materials

## **Food and Beverages**

Food and beverages are not permitted without prior approval in the front courtyard, lobby, computer labs, band room, chorus room, TV studio, Information Center, hallways, auditorium, presentation room, gyms, science labs, bathrooms, carpeted areas, or the courtyard adjacent to the art rooms. Camel packs or similar storage bags are not allowed on school property.

## **Grade Point Average (GPA)**

GPA is calculated on a 4.0 scale and represents the average of a student's course grades. GPA is computed to the second decimal point (the third in a tie) at the end of each semester and is cumulative. Students who transfer credits from another institution will earn equivalent points for grades as reflected in the [district policy](#) (IKA). PRHS does not weight grades based on AP or Honors course designation.

## **Grading**

Student proficiency is assessed using standards-based grading. Under this system, teachers start by establishing the essential skills and knowledge students must achieve in order to receive credit. Final recorded grades will demonstrate the degree to which students have mastered these skills and knowledge.

Achievement will be recorded on transcripts. Students pass a course when they have an average of 2.5 or above and are passing every standard.

## **Graduation Adornment**

Students at graduation may wear honor regalia awarded by PRHS/LRTC **and/or** a nationally recognized league or society that the student is participating in through a school co-curricular. Other adornments can be incorporated into the student's cap as long as they are school appropriate. Honor cords are awarded to seniors who have earned High Honors or Honors every semester through the end of semester one senior year (7 semesters).

## **Homecoming Bonfire**

All current PRHS students are welcome to the bonfire unless prohibited by school

administration. In addition, any non-PRHS student who plays on a PRHS fall sports team may attend. There are no guests allowed at the Bonfire.

## **Honor Roll**

Honor Roll is prepared each semester to recognize and celebrate academic achievement. The National Honors Society uses the honor roll list as part of its determination for NHS eligibility. Students must be enrolled in at least six courses and passing Roundtable to be eligible for inclusion on the Honor/High Honor Roll. Students who are not passing Roundtable or who are enrolled in less than six courses are not eligible. For purposes of Honor/High Honor Roll, double-period courses and LRTC courses count as one course per meeting block. For example, Math 2/3 or AP Statistics count as two courses out of the six courses required for eligibility because they meet for two blocks. A three-block LRTC course counts as three of the six required courses. Withdrawing from a course does not affect eligibility for Honor/High Honor roll unless the number of active courses drops below six.

*Honor Roll:* Eligible students who have no grade lower than a 3.2 in any course.

*High Honor Roll:* Eligible students who have no grade lower than a 3.7 in any course.

## **Leaving school grounds during the school day**

Anyone leaving the school grounds without permission from administration seriously jeopardizes the safety and liability of the school and will face disciplinary action.

- Upon arrival on school grounds all students are to remain on school grounds until 2:10 dismissal.
- Students are allowed in the courtyard area directly in front of the Main Office if supervised by a staff member.
- Students are not allowed to go beyond the clock tower or behind or along the side of the building unless accompanied by a staff member.
- Students must have Main Office approval to go to the parking lot.
- Students leaving school grounds during the school day to go to Subway, Dunkin Donuts, or other area businesses without permission will face disciplinary action.
- Parents are requested not to call in permission for students to go to area businesses during the school day. Students will not be excused.
- Students will not be granted short-term dismissal and return to school for any event other than a medical appointment without approval from school administration.

## **Lockers**

- Students must use the locker assigned to them. Locker changes must be approved by administration.
- Only students currently participating in a sport or enrolled in a current Wellness course will be allowed to use sports lockers located in the gym dressing rooms.
- For safety reasons, locks must be affixed and locked at all times.
- Locker combinations should not be given out to other individuals.
- Students with missing locks at the end of the year will be charged a \$5.00 replacement fee.
- Students whose lockers are not cleaned out at the end of the year will be assessed

- a \$5.00 maintenance fee.
- Lockers are the property of the school and are subject to search by the administration. Students may be held liable for any illegal substance or material found in their assigned lockers.

## **National Honor Society**

Membership in NHS is both an honor and a responsibility. Students who meet the NHS requirements (below) may submit information to the Faculty Council for membership consideration. Membership is an honor bestowed upon an individual and thus a privilege and not a right.

To be eligible for consideration, a student must meet the following standards:

- Scholastic Excellence: Honor roll status for five semesters during their high school career through 1st semester of their senior year. Semesters need not be consecutive.
- Service: Community service. Juniors: In Progress, Seniors: Completed.
- Leadership: Co-curricular requirements according to grade level. Juniors: at least 1; Seniors: at least 2.
- Character: Student has not been in violation of the PRHS honor code during sophomore, junior, or senior year. Attendance must be consistent with minimal absences and tardies.

Students must also submit a personal statement as part of the nomination packet. The statement must meet the expectations of the [PRHS Schoolwide Writing Rubric](#).

Membership may be revoked if the student does not maintain the standards of selection (scholarship, service, leadership, and character) as required by the NHS program at PRHS. This is true for all current and future members of NHS. If membership is denied or revoked, students may appeal to the NHS Faculty Council.

## **Parking permits**

To obtain a parking permit (required to park on campus), bring a current and active driver's license, proof of insurance, and vehicle registration to the main office. The permit fee is \$2. Students must display the parking tag in their windshields hanging from the rearview mirror.

## **Plagiarism/Cheating**

Academic dishonesty is not tolerated at PRHS. "Plagiarism" is defined as using someone else's words, ideas, or other creation without clearly crediting the source. "Cheating" includes using or trying to use unauthorized materials, information, or technology as part of work on a course assessment. The teacher will determine whether specific behavior fits the definition of plagiarism or cheating. Students who plagiarize or cheat will be given a teacher-determined academic consequence for the first occurrence. A second occurrence may result in referral to the Student Judiciary Board.

## **Progressive Discipline**

PRHS uses, whenever appropriate, progressive discipline to address behavior that violates school rules or core values. Consequences are assigned to match the severity

of the violation. If the behavior continues, administration has the option to assign increasingly more serious consequences. For example, if a student disrupts the classroom, a first consequence may be a conversation with the teacher. A second incident may result in referral to the office. After a third incident, administration may assign a detention or suspension. Refusal to adjust behavior will lead to serious consequences up to and including expulsion from school.

## Public Displays of Affection

Hand holding and brief friendly hugs are permissible. Kissing or other displays of affection are not appropriate at school. The administration reserves the right to determine whether displays are appropriate.

- First offense will result in a warning with notice home.
- Subsequent offenses will result in disciplinary action, including possible referral to the Student Judiciary Board.

## Roundtable

All school rules for attendance and behavior apply.

## School Cancellations

The Superintendent's office strives to make cancellation decisions (such as snow days) prior to 6 AM. The school will place automated phone calls to alert families of cancellations. Parents and students may also tune to local television or radio stations for information. The school is usually listed under RSU #16. In addition, please keep your phone contact information current by alerting the Main Office when you change or lose a number.

## Senior Privileges

Seniors must be eligible under the school's co-curricular [eligibility policy](#) (JJJ) for late arrival or early dismissal. Privileges will be determined at the start of each grading period and throughout the semester\*. If the student does not satisfy Tier 1, they can earn privileges if they meet the requirements of Tier 2. In order to qualify, the student must have:

- a first or last block Academic Support;
- satisfied the Junior community service requirement;
- no unserved disciplinary consequences; and
- parental and administrative approval.

## Senior Privileges Guidelines

Expectations for RT

Definitions & Criteria
<b>Senior Privileges</b>
○ <b>one block</b> at the beginning or end of the day (B1/S1 or B4/S4) that is an <b>academic support</b>

<ul style="list-style-type: none"> <li>○ <b>approval</b> from the office, RT teacher, and guardians/parents to qualify for senior privileges</li> <li>○ students may <b>choose</b> to attend their academic support or sign out/arrive late with Mrs. Ray</li> </ul>
<p><b>academic requirements</b> for Privileges:          passing <b>all classes</b>, including Roundtable* **          * college classes are not included in progress-report eligibility          ** co-curricular eligibility still requires passing six (6) classes and Roundtable</p>

<b>Roundtable Expectations</b>
<b>Senior Privileges</b>
<ul style="list-style-type: none"> <li>○ students must attend Roundtable <b>every day</b> <ul style="list-style-type: none"> <li>■ attendance in Roundtable includes Wednesdays in the case of a B4/S4 privilege</li> </ul> </li> </ul>
<p>All seniors must complete all Roundtable requirements, regardless of their attendance status, in order to graduate. It is the <b>responsibility of the senior</b> to approach their RT teacher to check on work that was missed during an absence, regardless of the reason. This is part of the responsibility of having a “privilege.”</p>

### Student Judiciary Board

JBoard at PRHS reviews incidents of student behavior and recommends appropriate consequences. Board members are elected by their peers and trained in their legal responsibilities. Unless the school administrator decides otherwise, the following violations will be referred directly to the Board:

- Harassment/Bullying
- Repeated violations of the policies concerning*
- Attendance: Tardies and Leaving School without Permission
- Backpacks
- Cars
- Cell Phones/Electronic Devices
- Clothing
- Plagiarism/Cheating
- Public Displays of Affection
- Wandering
- Any other violations considered appropriate by administration.

The administrator participating in the hearing will approve or modify the consequences recommended by the Board. Students found responsible by the Board and assigned consequences may appeal in writing to the Principal no later than the end of the second school day following the hearing. Students who do not serve the Board consequences in the time required may be referred back to the Board for additional consequences, and will be ineligible for participation in co- or extra-curricular activities until the

consequences are served.

## **Suspension**

Depending on students' behavior and administration's determination of the safety risk involved, students may either be suspended from class in school (an in-school suspension) or out of school. Students who are suspended in school are required to follow rules set by administration or the administration's designee. When a student is suspended out of school, that student cannot be on school property for any reason, including participation in co- or extra-curricular activities, except for an appointment with a school administrator.

## **Technology Use**

*Students are not allowed to use privately owned computers or tablets on the school network.* A privately-owned computer or tablet brought to school without authorization may be confiscated. Please see the [district policy](#), IJNDB-R Student Technology Devices & Internet Use Rules, for details.

## **Telephone (Main Office)**

- The student telephone is to be used solely for contact with home.
- Social calls are not permissible.
- Telephone calls should be limited to two minutes.
- Misuse of telephone privileges will result in their loss.

## **Valedictorian/Salutatorian**

In order to encourage students to challenge themselves and create a dedicated learning and community environment, students must meet a series of requirements in order to be named Valedictorian or Salutatorian of his/her respective class. These criteria were created to ensure that the Valedictorian/Salutatorian represents the best of the class from an academic, citizenship, character and community standpoint. Ultimately, the Valedictorian and Salutatorian will honor the core values set at PRHS by completing the criteria are as follows:

Valedictorian:

- Must have accessed and completed a rigorous academic program (must have completed and earned full credit in at least three Advanced Placement or semester long college courses, online or otherwise, including those courses taken during senior year which may only be partially completed in January) and met all graduation requirements.
- Must demonstrate good citizenship as a member of the community (must be a member in good standing of National Honor Society).
- Must have been a student enrolled at Poland Regional High School for all of junior and senior years.
- Having met all other criteria, the Valedictorian has the highest unweighted grade-point average at the end of the first semester of senior year among those who meet all other criteria above.

Salutatorian:

- Must have accessed and completed a rigorous academic program (must have completed and earned full credit in at least three Advanced Placement or semester long college courses, online or otherwise, including those courses taken during senior year which may only be partially completed in January) and met all graduation requirements.
- Must demonstrate good citizenship as a member of the community (must be a member in good standing of National Honor Society).
- Must have been a student enrolled at Poland Regional High School for all of junior and senior years.
- Having met all other criteria, the Salutatorian has the second highest unweighted grade-point average at the end of the first semester of senior year among those who meet all other criteria above.

Students awarded the Valedictorian/Salutatorian honor must meet all of the requirements until the end of senior year. Failure to do so will result in the revocation of the honor. The Valedictorian and Salutatorian will be invited to address their class at graduation ceremonies and deliver speeches that meet the approval of the principal. Please see the district [website](#) for the policy (IKG).

## Visitors

All visitors must be pre-approved by administration. In order to allow for timely notice to teachers, all requests must be made a minimum of two school days before the visit. No outside **visitors**, including but not limited to parents, caregivers, family members, or service providers, will be allowed access to school spaces or facilities during the school day without approval by an administrator or their designee. "Spaces" include but are not limited to the cafeteria, gym, library, auditorium, classrooms, or other area where students gather for school activities. All visitors are subject to the district's [policy](#) (KI).

## Wandering

Students are expected to remain in the classroom during class time and may leave only with the permission of the classroom teacher. Each classroom teacher will institute reasonable procedures for leaving class, including the Hall Pass, and students will be expected to follow them. Repeatedly being out of class

- without following the procedures;
- for more time than necessary to complete the approved task; or
- for any reason other than the one approved by the teacher,

will result in disciplinary action and possible referral to the Student Judiciary Board. Teachers will use discretion when releasing students for school appointments with school staff members. However, generally teachers should only release a student when the student presents a pass or the teacher receives verbal confirmation from the staff member seeking the appointment.



## PRHS Discipline Code

Infractions generally addressed by faculty and assigned a teacher consequence:

- Backpacks
- Cell Phone/Electronic Device (first offense) (see [district policy](#))
- Class Disruption
- Inappropriate Behavior (minor)
- Insubordination (minor)
- Tardiness to Class
- Wandering (infrequent)

After the second infraction, the teacher will call home. Subsequent infractions will result in referral to the Main Office and possible referral to the Student Judiciary Board.

The following non-capital infractions will be handled by administration:

- Attendance (tardies to school, unexcused absences from school or class)
- Bullying
- Cars
- Cell Phone/Electronic Device (after first offense)
- Cheating/Plagiarism
- Clothing
- Forgery
- Harassment: non-Civil Rights Violations (see Capital Offenses below)
- Inappropriate Behavior (extremely)
- Insubordination
- Obscene or Lewd Language/Gestures
- Public Displays of Affection
- Wandering (excessive)

A school administrator will determine appropriate consequences for these infractions, including but not limited to a warning, restorative interviews/conferences, a parent meeting, community service, counseling, academic detention, traditional detention, removal of privileges, suspension (in or out of school) or Student Judiciary Board referral.

## Capital Infractions

The following infractions will be referred directly to the Main Office and are considered Capital Infractions. They may also be referred to law enforcement for possible legal action. Capital Infractions remain on students' records throughout their school career. A Capital Infraction is most often addressed through suspension out of school, and may be referred immediately to the School Committee for possible long-term action, including suspension over ten days and expulsion. Capital Infractions include the offenses listed below **and any other offense school administration considers serious enough to warrant long-term action**. Infractions that do not appear in the district handbook (incorporated above) are described below.

- Alcohol/Drug Possession/Use/Distribution (see [district policy](#))
- Assault (including Fighting or Physical Violence) (see [district policy](#))
- Bomb Threats (see [district policy](#))
- Harassment: Civil Rights Violations (see [district policy](#))
- Endangerment (including False Fire/Rescue Reports or False Alarm Activation)
- Gang Activity
- Theft
- Tobacco-related Offenses (see [district policy](#))
- Vandalism (see [district policy](#))
- Weapons (see [district policy](#))

**Assault** is prohibited. Assault is defined as intentionally, knowingly, or recklessly causing bodily injury or offensive physical contact to another person. Assault is grounds for disciplinary consequences up to and including suspension or expulsion. School officials may also refer the student to law enforcement when appropriate.

**Civil Rights Violations** include harassment based on race, color, sex, religion, ancestry or national origin, sexual orientation, or disability. Administration will assign consequences appropriate for the specific violation, up to and including suspension or expulsion. Please see the [district policy](#), AC Non-Discrimination/Equal Opportunity and Affirmative Action, for details.

**Endangerment** refers to behavior that places in danger the student, other students, staff, or any other individuals on school property. The danger may be immediate or reasonably foreseeable, and may be due to negligence or intentional actions. Endangerment includes but is not limited to using objects or vehicles in a manner that puts other students at risk of harm; conspiring with others to cause harm to someone; making false emergency reports; activating fire alarms without evidence of a fire; or blocking open locked doors without prior permission from a staff member.

**Gang Activity** refers to affiliation with at least two other people in an organization whose intent is to engage in criminal acts, often through the use of violence, threat, and/or intimidation. A "gang" identifies itself with a common name, clothing or hairstyle, sign, and/or symbol.

**Theft** of personal or school property on school grounds is prohibited.

**Vandalism** consists of willful and malicious damage to school or personal property. Administration will determine appropriate consequences for vandalism, including but not limited to requiring the student to clean or repair the damage, billing the student for cleaning or repairing the damage, referral to the Student Judiciary Board, detention, suspension, and/or expulsion. See the [district policy](#), JICIA Weapons Violence & School Safety, for details.