



STUDENT HANDBOOK

2008-2009

NAME _____ STUDENT NUMBER; _____

ADDRESS _____

HOME PHONE _____ CELL PHONE _____



ELLSWORTH HIGH SCHOOL 2008-2009 STUDENT HANDBOOK

TABLE OF CONTENTS

| | | | |
|---|----|---|----|
| Welcoming Remarks..... | 2 | All students at school or school-related Events..... | 24 |
| Guiding Tenants..... | 3 | Participants in Co-Curricular Activities..... | 25 |
| Mission Statement..... | 4 | EHS Harassment Policy | 27 |
| Statement of Philosophy..... | 5 | Bullying..... | 27 |
| Academics..... | 6 | Hazing..... | 29 |
| Grading..... | 6 | Weapons, Violence & School Safety..... | 30 |
| Honor Roll..... | 6 | Psychological Evaluation/Risk Assessment..... | 31 |
| National Honor Society..... | 6 | EHS Discrimination Policy..... | 31 |
| Plagiarism/Cheating..... | 7 | Grievance Procedure for Persons with Disabilities..... | 32 |
| Library..... | 7 | Internet Usage..... | 33 |
| Passes..... | 8 | Medication Policy..... | 34 |
| Incomplete Grades..... | 8 | Admin of Medication by ESD Personnel..... | 34 |
| Attendance..... | 8 | Delivery and Storage of Medication..... | 35 |
| Attendance Policy..... | 8 | Record Keeping..... | 35 |
| Loss of Credit Due to Absences..... | 9 | Confidentiality..... | 35 |
| Calling in Absences..... | 9 | Admin of Medication..... | 36 |
| Dismissals..... | 10 | During Off-Campus Field Trips/Events...36 | |
| Make-up Work..... | 10 | Student Self-Admin of Inhalers/EpiPens. 36 | |
| Tardiness..... | 10 | Student Self-Admin of Insulin..... | 37 |
| Checking In..... | 11 | Policy on 18 year-old Students..... | 37 |
| Senior Early Release/Late Arrival..... | 11 | School Regulations..... | 37 |
| Discipline..... | 12 | Dances..... | 37 |
| General..... | 12 | Lockers..... | 37 |
| Code of Conduct (COC)..... | 12 | Lunch..... | 38 |
| COC Disciplinary Levels..... | 12 | Personal Electronic Equipment..... | 38 |
| Detention..... | 15 | Personal Property..... | 38 |
| Teacher Detention..... | 15 | Phone Usage..... | 38 |
| Administrative Detention..... | 15 | Public Displays of Affection..... | 38 |
| Detention Guidelines..... | 15 | School Grounds..... | 38 |
| Friday Detention..... | 16 | School Property..... | 38 |
| Saturday Detention..... | 16 | Search and Seizure..... | 38 |
| Suspension..... | 16 | Skateboarding..... | 39 |
| Dress Code..... | 17 | Student Vehicles..... | 39 |
| Co-curricular Programs..... | 18 | Study Hall..... | 39 |
| General Requirements..... | 19 | Visitors..... | 40 |
| Medical Approval..... | 19 | Special Education..... | 40 |
| Insurance..... | 19 | Family Educational Rights & Privacy Act..... | 40 |
| Eligibility..... | 19 | EHS 2008-2009 School Calendar..... | 45 |
| Disciplinary..... | 20 | EHS Faculty/Staff List..... | 47 |
| Care and Responsibility of Equipment..... | 20 | EHS 2008-2009 Bell Schedules..... | 48 |
| Travel..... | 20 | | |
| Sportsmanship/Citizenship..... | 20 | | |
| Grooming..... | 20 | | |
| Commitment and Responsibility..... | 21 | | |
| Change of Programs..... | 21 | | |
| Outside Teams..... | 21 | | |
| School Attendance..... | 21 | | |
| Tobacco Use and Possession..... | 21 | | |
| Chemical Health..... | 24 | | |

WELCOME EAGLES!

As we begin the 2008-2009 school year, it gives me great pleasure, on behalf of the faculty and staff, to welcome you to EHS and wish you good luck for the coming year. We take great pride in our students, staff, building and community and we hope that you do the same. Our school has a great tradition with outstanding academic, athletic, and extracurricular programs. We have high expectations for all of our students and we pledge to work as hard as we can on your behalf.

Now is the time to lay the foundation for your future. Your time spent here at EHS can be a most memorable experience! Getting your EHS diploma is a significant achievement, but it is not enough to ensure your success. In addition, there needs to be a solid record of academic achievement, participation outside the classroom and a good attendance record.

Our school's handbook is intended to help you better understand the policies and procedures of EHS. Please take time to share this handbook with your parents or guardians and remind them that additional copies are available in the main office. Please read the handbook carefully as it is your responsibility to become familiar with and follow the rules and regulations. Remember that these rules and regulations are meant to provide you with a safe school environment and a positive learning experience. If you have questions regarding the contents of this handbook or suggestions on improvements, do not hesitate to contact your advisor, student council representatives, counselors or administrators.

Please join with us in promoting a great school climate where all students are valued and treated with respect. We have an outstanding school and we expect everyone to do their part in taking care of it. On behalf of the faculty and staff, I wish you success in the 2008-2009 school year and a pleasant and rewarding experience at EHS.

Remember to have **PRIDE** in yourself and the **EAGLES**.

Sincerely,

William H. Connors, Principal

Amy J. Boles, Assistant Principal

ELLSWORTH SCHOOL DEPARTMENT GUIDING TENETS

OUR CORE BELIEFS

We believe:

- that a high quality education is a fundamental right of everyone;
- in making decisions and acting in the best interest of students;
- that learning is a shared responsibility among all members of the school community;
- all children can learn and may demonstrate learning in different ways;
- in the continuous pursuit of excellence;
- in a school community that is ethical, respectful and civil;
- in accountability and self-improvement for all;
- in creating and maintaining safe and inviting schools.

OUR VISION

The vision of the Ellsworth School Department is:

- to exhibit excellence through continuous assessment, evaluation and improvement;
- to be accountable and responsive to the challenges of an ever-changing and diverse society;
- to provide students with the skills and knowledge they need to lead successful, productive lives;
- to engage in active partnerships with our communities and families.

OUR MISSION

To provide high quality education through excellence in teaching and learning

OUR GOALS

1. HIGH QUALITY TEACHING AND LEARNING

To promote high levels of achievement for all students through the development and implementation of rigorous curricula delivered through quality instruction and programming

2. DATA DRIVEN

To use system, school, staff and student performance data to monitor and improve teaching and learning

3. SCHOOL ENVIRONMENT

To create a school environment that ensures safety, fair treatment, honesty, integrity and civility

4. COMMUNITY RELATIONSHIPS

To strengthen family-school relationships and to expand civic, business and community partnerships that support student achievement

5. COMMUNICATION AND ORGANIZATION

To provide effective communication, supportive organizational structures and responsive systems that lead the Ellsworth School Department toward the achievement of its mission and goals

OUR CRITICAL QUESTIONS

- What do students need to know and be able to do?
- How will we know they have learned it?
- What will we do when they haven't?
- What will we do when they already know it?

*Approved by the ESD School Committee
May 9, 2006*



Mission Statement

Ellsworth High School students, educators, and community members collaborate to create a climate that fosters excellence and enables students to develop the knowledge and skills necessary for future education, career, and global citizenship.

Academic Expectations:

Students will demonstrate:

- Effective communication strategies;
- Analysis and interpretation using a variety of media;
- Creative problem solving and critical thinking skills;
- Use of information technologies.

Social Expectations:

Students will:

- Develop a course of action to attain achievable goals;
- Respect individuality and personal boundaries;
- Take personal responsibility for one's actions;
- Work collaboratively and independently.

Civic Expectations:

Students will demonstrate:

- The ability to be contributing members of the community;
- Knowledge of their civic rights, duties, and responsibilities within the democratic process;
- Global awareness.

ELLSWORTH HIGH SCHOOL STATEMENT OF PHILOSOPHY

The staff and administration of Ellsworth High School (EHS) recognize that the student population represents a broad spectrum of abilities, aptitudes, socioeconomic backgrounds and ambitions. The EHS faculty sustains these fundamental beliefs.

1. We believe that our students should improve thinking, reading, and writing skills, should advance their knowledge of mathematics, and should obtain an appropriate knowledge of American history, government, life and physical sciences.
2. We believe that beyond this "core", students must be presented with the opportunities to follow sequential courses toward occupational, educational, and life goals in a variety of fields.
3. We believe that our students must be assured equal opportunities to gain a secondary education which serves their diverse abilities and ambitions.
4. We believe that our students must develop the initiative and self-discipline to become productive, financially independent, mature citizens of their communities, their state, their nation, and their world.
5. We believe that our students must leave EHS with an understanding of their capabilities, an appreciation of their own worth and the worth of their fellow man, and a pride in their communities, their state, and their nation.
6. We believe that the school and community share the responsibility in creating an environment conducive to supporting the educational process.
7. We believe that the mutual respect of each and every member of the school community is imperative in creating an atmosphere appropriate for learning.

ELLSWORTH HIGH SCHOOL STATEMENT OF OBJECTIVES

To achieve these ends, the EHS faculty provides each student with the opportunity:

1. To develop an appreciation of one's own intrinsic worth and the worth of others.
2. To develop the capacity to discipline oneself.
3. To develop an intellectual curiosity that will lead to lifelong learning.
4. To identify one's strengths and weaknesses as a basis for realistic aspirations and wise choices.
5. To provide an opportunity for developing an appreciation of aesthetics and for recognizing one's own creative objectives.
6. To develop an awareness of one's civic privileges and responsibilities.
7. To develop a basis for interpreting community, state, national, and world issues.
8. To develop a positive attitude toward one's involvement in the school community and society.
9. To appreciate the historical traditions of mankind.
10. To learn to cope with change and to initiate change.
11. To demonstrate the ability to work independently as well as in groups.

STUDENT POLICY INFORMATION

This Student Handbook references Ellsworth School Department (ESD) Policies current at the time of printing. You are reminded that this is only a guide in reference to policies. Please remember that all policies are subject to revision as conditions warrant, and that new/updated policies become effective on the date they are adopted by the Ellsworth School Committee.

In case of a conflict between the Policies listed here and those on the school website, those listed on the website will always take precedence. A listing of current policies may be found on the school website, www.ellsworthschools.org/policy/ or you may request a copy from the EHS office.

EHS Handbook approved by the Ellsworth School Committee, August, 2008

ACADEMICS

ACADEMIC PERFORMANCE

EHS expects that all students demonstrate initiative in their academic pursuits and that they work productively toward successful completion of assigned work. Students should demonstrate this responsibility in the following ways:

1. Coming to school and to class on time.
2. Being prepared for all classes by completing assignments and doing required readings.
3. Becoming involved in classroom activities and discussions.

Support is available (teachers, counselors, administrators, etc...) to help students throughout their high school careers. Students who need additional assistance from teachers should schedule time to meet with them individually.

GRADING

The following grading scale is used at EHS:

A= 93-100 B= 85-92 C= 77-84 D= 70-76 F= Below 70

HONOR ROLL

In order to qualify for honor roll status a student must meet the following requirements:

1. Be enrolled in and receive grades for five (5) or more full-credit courses or their equivalent;
2. Earn passing grades in all courses for the ranking period considered.
 - Highest Honors: Average ≥ 95 , no grades below 90;
 - High Honors: Average 90 to 100, no grades below 85,
 - Honors: Average 85 to 100, only 2 grades between 80 and 84.
3. Students who have incomplete grades at the time the Honor Roll is published will not be included in the published Honor Roll.

NATIONAL HONOR SOCIETY

The National Honor Society is open to all sophomores, juniors and seniors who meet the following requirements:

1. Grade Point Average (GPA) of 88 or higher;
2. Been in attendance for one trimester;
3. Participates in at least three school activities in at least two categories (sports, service, arts, academic) in the school year;
4. Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services, etc....
5. Demonstrates regular school attendance;
6. Complies with school rules;
7. Has not be suspended from school;
8. Evaluation of leadership and character by the entire faculty.

PLAGIARISM/CHEATING

Plagiarism: Plagiarism is representing someone else's work or ideas as one's own.

- If a student uses a source and does not credit ideas, the student is plagiarizing.
- If a student directly quotes a source without crediting the source, the student is plagiarizing.
- If a student downloads materials from the computer or the Internet without citing sources, the student is plagiarizing.

Cheating: In schools today, students practice collaboration when teachers require them to work in teams or pairs. Many assignments, however, are not meant to be done with others. Many assignments are designed so that the student is required to work toward mastery of a concept on his/her own.

Examples of Collaboration:

- Discussing an assignment and then completing it separately
- Teaching each other and then working separately
- Working as a group to follow a process and/or to produce a final product in a specific class assignment

Above all, collaboration on assignments should not result in two papers which are exactly the same or nearly the same. Learning together is good, but true collaboration involves an individual effort as well.

Examples of Cheating:

- Participation in "borrowing" and/or copying another student's work
- Dividing an assignment between/among a pair or group and copying each other's answers
- Copying another student's answers in a quiz or test situation
- Letting one or a small number of people do most of the work in a group situation, and yet sharing credit equally within the group

Consequences for Plagiarism/Cheating

EHS's goal is to teach students the definitions of and implications of plagiarism and cheating, to provide techniques for avoiding it, and to hold students responsible for the consequences of their actions. Students who submit work which shows evidence/ indications of plagiarism or cheating shall participate in a conference with the teacher involved, and also with parents/guardians, guidance counselor, and administrator as necessary. The goal of this conference is to investigate and to resolve the situation as is most appropriate for both the education of the individual student and the maintenance of the ethical standards of EHS.

EHS is serious about academic honesty. All students are expected to present work that is representative of their own efforts. EHS will actively pursue incidents of suspected plagiarism, cheating and other forms of academic dishonesty. Consequences for plagiarism/cheating include, but are not limited to, loss of credit for the assignment involved.

LIBRARY

The EHS Library is primarily a research library dedicated to supporting the classroom curriculum. The library holds about 17,000 books and periodicals. The library subscribes to databases housed on the Internet that give students and faculty access to fully cited, full-text, and bonafide sources of information to assist in research to support homework, classroom work, professional educational development, and personal interest. There is 24 hour access to the library from home through the ESD Citrix server.

Students are permitted quiet conversation and must be working on school related activities. The library has an open access policy. Students enter through study halls on an as needed basis. Classroom teachers often reserve the library for whole class research. The library is open from 7:30 a.m. to 3:00 p.m. on school days.

PASSES

Non-academic passes: This monthly pass issued by your study hall teacher allows you three weekly visits to the library for non-academic purposes. While visiting the library on this non-academic pass you may browse for books, read newspapers or magazines, or just sit and read your own personal book. You **MUST** present this pass to the library staff at the time of each visit. (NOTE: homework should still be done in study hall.)

Academic passes: Ask the teacher for whom you need to do the work for an academic pass. Students access the library for academic work at the discretion of their teachers. There is no limit to the number of times per week that you may visit the library for academic purposes as long as you are working on what the pass says you need to work on.

INCOMPLETE GRADES FOR RANKING PERIOD

All incomplete grades for ranking periods must be made up within **two weeks** of the end of the ranking period (unless the principal rules otherwise for an individual case).

STUDENT ATTENDANCE AND ABSENCE/TARDINESS ESD Policy JEA-R

For purposes of this procedure

- “parent” refers to a parent or legal guardian; and
- “absence” refers to absence from, and tardiness to, school
- “BA” refers to building administrator

I. All Grades K-12

A. Excused Absences:

1. State law excuses student absence or tardiness for the following reasons:
 - a. Personal illness;
 - b. An appointment with a health professional that must be scheduled during the regular school day;
 - c. Observance of a recognized religious holiday when the observance is required during the regular school day;
 - d. A family emergency (such as bereavement, medical, etc.);
 - e. A planned absence for a personal or educational purpose which has been approved in advance by the building administrator (BA) (*Whenever possible, vacations should be scheduled during school vacations to avoid disruption of the student’s education*).
2. Other excused absences:
 - a. A reason determined by a student’s Pupil Evaluation Team (PET) to be disability-related;
 - b. Participation in a school-sponsored or approved trip or event;
 - c. Serving a school-imposed disciplinary suspension;
 - d. Problem with school district transportation.

All other absences are considered unexcused.

B. Absence Reporting (including Medical/Dental Appointments):

1. Parents are requested to advise the BA's office in advance of any absence;
2. Parents must notify the BA's office within three school days after any absence, or that absence will be recorded as unexcused
3. **Illness:** In cases of an illness lasting three or more days, or chronic irregular absences reportedly due to illness, the BA may request a physician's statement certifying such absences to be medically justifiable.
4. **Suspensions:** Students who are suspended from school are expected to turn in make-up work on the first day back from suspension.

C. Make-Up Work for Excused Absences/Suspensions

Students are responsible for completing all missed assignments. The make up time period allowed will not exceed the number of days absent/suspended.

Work that cannot be completed during suspension (tests, oral reports, etc.) will be scheduled for make-up with teachers.

D. Unexcused Absences

All assignments missed during unexcused absences will be graded as zero.

II. High School (9-12)

A. Loss of Credit for Excessive Absences

After six (6) absences in a trimester course, the student will be denied credit in the course. This includes both excused and unexcused absences. Loss of credit may be waived in accordance with Section II.C

B. Parent Notification

When a student reaches three (3) and five (5) absences in a trimester course, the parent will be notified in writing of the risk of loss of credit if absences continue. Parents may be asked to attend a conference that includes the student, a school administrator, the guidance counselor and at least one of the student's teachers to discuss the correlation between learning and school attendance and to develop an attendance contract for the student tailored to his/her specific circumstances. The contract will specify the consequences for non-compliance.

C. Waiver of Loss of Credit

Loss of credit will be waived only if a student can demonstrate that, notwithstanding his/her absences from class, he/she has adequately mastered the program standards by obtaining a passing grade in the course and a minimum of a C+(84) on the final exam.

CALLING IN ABSENCES

Parents/guardians are asked to call EHS (667-4722 ext 0) between 7:00 a.m. and 9:00 a.m. each day a student is absent from school and give the reason their child is missing from school.

DISMISSALS

Students who require dismissal from school must bring a note from their parent or guardian to the office the morning of the dismissal. In order for the dismissal to be an excused absence from school and classes, the reason for the dismissal must be one of the specifically allowed by state law. These reasons are listed below:

- An appointment with a health professional;
- Death in the family;
- Attending a funeral;
- Driver's exams;
- Family emergency;
- Student illness;
- Legal appointment.

Reasons not covered by State law will be considered "unexcused" absences. Students dismissed from school for reasons other than those covered by state law will have unexcused absences from classes that they miss.

The school must be notified in writing in advance for a dismissal to be granted.

MAKE-UP WORK

MAKE-UP WORK IS ONLY ALLOWED FOR EXCUSABLE ABSENCES AND TARDIES.

It is the **STUDENT'S RESPONSIBILITY** to contact teachers regarding make-up work. A number of days equal to the period of absence will be extended to the student for make-up privileges. It is the **STUDENT'S RESPONSIBILITY** to contact their teachers concerning make-up work the day they return from an absence.

TARDINESS

A tardy is defined as being less than 10 minutes late to any particular period. Tardiness may be excused if driving conditions are poor and/or for the reasons allowed by Maine Law (see the "School Attendance" section above). In order to be excused from being marked as tardy, the student's parent must call the office. A student who arrives to school by bus and is tardy to the first period of the day will not be excused unless they are tardy due to the bus being late.

Students who are not in their **first period class by the 7:55 A.M. bell** will be considered tardy and will not be admitted to class without an admit slip from the main office. Should a student accumulate 6 tardies during the trimester, they will be assigned an Administrative detention. If a student continues to accumulate tardies for the trimester, he/she will receive a detention according to the following schedule:

Total of 6, 8, 10 and 12 tardies = Administrative Detention (2:40 p.m. – 4:20 p.m.)

Total of 14, 16 tardies = Friday Detention (2:40 p.m. – 5:00 p.m.)

Total of 18, 20, etc. = Saturday Detention (8:00 a.m. – 12:00 p.m.)

Students who reach their 7th tardy will not be permitted to participate in extra-curricular activities on the day of the tardiness. For each tardy thereafter, participation in that day's activity will be denied. (For further explanation, see ESD Policy JJIA regarding attendance).

If a Student is 10 or more minutes late for any class he/she will be marked absent from that class.

Note: Tardies will reset to zero at the beginning of each trimester. Students who have a study hall during the first period will be assigned a tardy if they come to school late unless they have late arrival privileges.

CHECKING IN

Students coming to school late are required to check into school through the main office as soon as they arrive to school.

**EARLY RELEASE/LATE ARRIVAL
ESD Policy JHCA**

For the purposes of this policy, “parent” refers to a student’s parent or legal guardian.

EARLY RELEASE

Seniors who have passed all courses the proceeding ranking period and have no infractions on file in the Assistant Building Administrator’s (ABA) office may request early release during periods 6 study hall with parent permission. This privilege must be requested each trimester and may be revoked as warranted by disciplinary issues. Transportation is the responsibility of the student. Forms are available in the Guidance Office.

The form must be signed by the student, parent, and either Building Administrator (BA) or the ABA then returned to the Guidance Office before this privilege is allowed.

Students on early release must leave school grounds in a timely manner and not return before the end of the school day at 2:30. Failure to do so may result in early release privileges being revoked.

Any disciplinary issues may result in the lost of early release privileges.

LATE ARRIVAL

Seniors who have passed all courses the proceeding ranking period and have no infractions on file in the ABA’s office may request late arrival during period 1 study hall with parent permission. This privilege must be requested each trimester and may be revoked as warranted by disciplinary issues. Transportation is the responsibility of the student. Forms are available in the Guidance Office. The form must be signed by the student, parent, and either Building Administrator (BA) or the ABA then returned to the Guidance Office before this privilege is allowed.

Any disciplinary issues may result in the lost of late arrival privileges.

STUDENT CODE OF CONDUCT ESD Policy JIC

The Ellsworth School Committee (ESC) believes that ethical and responsible behavior is an essential part of the educational mission of the Ellsworth School Department (ESD). To that end, this system-wide Code of Conduct (Code) has been developed with input from school staff, students, parents and community members. The Code defines our collective expectations for student, staff, parent, and community behavior and provides the framework for a safe, orderly and respectful learning environment.

I. Standards for Ethical and Responsible Behavior

The Code is intended to support and encourage all ESD personnel to meet the following community-wide standards for ethical and responsible behavior:

- Respect
- Honesty
- Tolerance
- Fairness
- Responsibility
- Courage

II. General Behavior Expectations of ESD students

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools and at ESD-sponsored/related events. Each student is expected to:

1. Be courteous to fellow students, staff and visitors;
2. Respect the rights and privileges of other students, school staff, visitors and guests;
3. Obey all ESD policies and school rules governing student conduct;
4. Follow directions from school staff;
5. Cooperate with staff in maintaining school safety and order;
6. Arrive at school ready to learn and be a positive participant of the school;
7. Meet school standards for grooming and dress;
8. Respect the property of others, including ESD property and facilities;
9. Not cheat or plagiarize;
10. Refrain from vulgarity, profanity, obscenity, lewdness and/or indecency.

Violations of this Code will result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and will take into account the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Any behavior that violates State/Federal law will be referred to local law enforcement authorities.

CODE OF CONDUCT DISCIPLINARY LEVELS ESD Policy JIC-R

DISCIPLINARY LEVELS

| | |
|---------|---|
| Level 1 | Disciplinary Action ranges from a warning to detention and may include loss of privileges. |
| Level 2 | Disciplinary Action ranges from detention to suspension and may include parental conference and loss of privileges. |
| Level 3 | Disciplinary Action ranges from suspension to expulsion and may include a Risk Assessment by a qualified professional. A parental conference is required at this level. |

Notes:

1. Local law enforcement authorities will be notified when appropriate, in accordance with established procedures.
2. Each Building Administrator will establish age-appropriate administrative procedures that align with ESD's Code.

OFFENSE DEFINITIONS AND LEVELS

For purposes of this procedure, "parent" shall refer to a student's parent or legal guardian.

| OFFENSE | DEFINITION | LEVEL |
|---|--|--------------|
| Absence – Unexcused | An absence for a day or any portion of a day for any reason other than those cited as excused and/or failure to bring a note written by a parent to verify an excused absence | 1-2 |
| Arson/Fire | Attempting to, aiding in, or setting a fire in a building or to other ESD property | 3 |
| Assault | Severe aggressive physical contact with another person | 3 |
| Bomb Threat/ False | Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher | 3 |
| Bus Misbehavior | Any violation of ESD policy or bus driver rules occurring on a school bus. All ESD rules apply while on any transportation provided by the ESD | 2-3 |
| Cheating/Academic Dishonesty | Copying, plagiarizing, altering records, or assisting another in such actions | 2-3 |
| Computer/Electronic Communications Misuse | Any unauthorized use of computers, software, or internet/intranet account to access internet/intranet; including accessing inappropriate websites, misuse of a website, internet/intranet account or resource, or vandalism | 2-3 |
| Cutting Class | Unexcused absence from a class or school activity | 2 |
| Defamation | False or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the group. | 3 |
| Destruction of Property/Vandalism | Damage, destruction, or defacement of property | 2-3 |
| Discrimination | Use of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner | 3 |
| Disrespect toward Adults | Inappropriate comment, communication or physical gestures to staff members or other adults. | 2-3 |
| Disruption-classroom | Behavior that interferes with the safe and orderly environment of the school or school activity | 1-3 |
| Disruption-school | Behavior that interferes with the safe and orderly environment of the school or school activity | 1-3 |
| Dress Code Violation | Wearing clothing or a mode of dress that attracts undue attention, creating a disruptive influence on the school or affects the health or safety of others | 2-3 |
| Drug Violation including Alcohol | Possession or use of (including possession with the intent to sell, give, deliver, or distribute) any inhalants or other intoxicants, alcohol, controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alikes and substances represented as controlled dangerous substances or drug paraphernalia | 3 |

| | | |
|---|---|-----|
| Electronic Devices | Use of an electronic device that disrupts the learning environment or process, including CD players, cell phones, radios, games, pagers, etc. | 2 |
| Extortion | The process of obtaining property from another, with or without the person's consent, by wrongful use of force, fear, or threat | 3 |
| Failure to Serve Assigned Consequences | Failure to serve detention, suspension, or other assigned consequences or disciplinary action | 2-3 |
| Fighting | A confrontation with physical contact involving two or more students, including wrestling, horseplay or roughhousing | 2-3 |
| Fireworks or Explosives | Possession, use, and/or threat to use firecrackers, smoke bombs, flare, combustible or explosive substances or combination of substances or articles | 3 |
| Forgery | To use, make or reproduce another's signature for deceptive purposes | 2-3 |
| Gambling | Wagering money or property | 2-3 |
| Harassment | A sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be (or which a reasonable person would perceive as) ridiculing or demeaning. Behavior can range from teasing and putdowns to repeated intimidation | 2-3 |
| Hazing | Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club or team | 3 |
| Indecent Exposure | Intention exposure to sight of the private parts of the body in a lewd or indecent manner | 3 |
| Intimidation | Engaging in actions or statements that put an individual in fear | 3 |
| Leaving School Grounds without Permission | Leaving school grounds or being in a unauthorized are during regular school hours without notifying the front office and without written or verbal permission from parent or someone listed on the emergency procedure card | 2-3 |
| Non-compliant Behavior toward Adults | Refusing to follow reasonable directions of teachers, staff, administration or other district personnel, including the failure to identify self | 2-3 |
| Physical Attack on Students or Others | Aggressive action, with physical contact, directed at an adult, student, or non-student on school grounds or at a school-sponsored event | 2-3 |
| Profanity | Using vulgar or abusive verbal or non-verbal communication, including swearing and cursing | 1-3 |
| Sexual Activity | Behavior of a sexual nature including consensual sexual activity and/or possession of pornographic materials | 2-3 |
| Sexual Harassment | An unwanted an inappropriate verbal, written or physical conduct of a sexual nature directed toward others | 3 |
| Tardiness | Lateness to school or class or other assigned activity | 1-2 |
| Theft | Taking or obtaining property of another without permission or knowledge of the owner | 2-3 |
| Threat to Staff/Physical | Aggressive action with physical contact directed at a staff member while on school grounds or at a school-sponsored event, including a situation where a staff member is intervening in a fight or another disruptive activity | 3 |
| Threat to Staff/Verbal | Expression, conveyed by word or action, of intent to do physical harm to a staff member | 3 |
| Tobacco Use/Possession | Possession or use of any tobacco or tobacco products, associated paraphernalia, including possession with the intent to sell, give, deliver, or distribute | 3 |
| Trespassing | Unauthorized presence on school property, including while on suspension, expulsion or other restricted access directive | 3 |

| | | |
|--------------------|---|-----|
| Truancy | Unauthorized absences for an extended period of time | 1-3 |
| Weapons Violations | Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns, including pellet and BB guns, bullets, knives, and any implement visible or concealed, possessed under a circumstance which would reasonable lead a person to believe it was a weapon | 3 |

Students at EHS are expected to conduct themselves in a manner that will not interfere with the rights of others. Students are expected to show intelligent control and restraint, and a willingness to accept the responsibilities and consequences of their own decisions and actions.

Discipline may take the form of the following:

- Teacher Detention
- Administrative Detention
- Friday afternoon Detention
- Saturday morning Detention
- Suspension
- Expulsion

DETENTIONS

1. TEACHER

Students may be assigned a teacher detention (TD) for various violations. The teacher will determine the length of time and the date the detention is to be served. Failure to serve a teacher detention will result in an administrative detention. The student may be required to also fulfill the teacher detention requirement.

2. ADMINISTRATIVE

Administrative detention (AD) will be held Tuesdays and Thursdays and run from 2:40 p.m. until 4:20 p.m. Administrative detention must be served on the date assigned. The detention may be used to make up class cuts, unexcused absences, excessive tardiness, and discipline problems. Administrative detention will only be assigned by administrators. Students who fail to show up for an assigned detention will receive a suspension and be reassigned an administrative detention unless the student was excused beforehand by the administration.

Detention will be run as a quiet study hall. Each student must study or sit quietly. Work and after school activities are not legitimate reasons for missing detention. Administrative detention will take priority over other assigned detentions and over all school activities.

Administrative Detention Guidelines

- a. Detention begins at 2:40. Any student arriving without proper materials on or after 2:40 will be considered a skip and not admitted in the detention room. The penalty for a skipped detention is a Friday/Saturday detention and the administrative detention will be reassigned.
- b. Students must bring study materials or reading materials to the detention room. There will be no talking, sleeping or eating. Students may not leave the room to go to their lockers. Students should go to the rest room before arriving to detention.
- c. Violations of the rules will result in a dismissal from the detention room, a subsequent suspension and the administrative detention will be reassigned.

3. FRIDAY DETENTION

Friday detention may be assigned for the following reasons:

- Skipping class or school;
- Over accumulation of office detentions;
- Repeated offenses of any kind;
- Failure to fulfill office detention requirements;
- Habitual tardiness;
- Other circumstances as determined by school administration.

Friday detention will be run from 2:40pm to 5pm each Friday afternoon on the assigned date at the high school. Failure to serve a Friday detention will result in a Saturday detention as well as the Friday detention being reassigned. Students who receive an excessive number of Friday detentions may be suspended from school. A letter will be mailed home when a Friday detention is assigned. The letter will detail expectations of the Friday detention program.

4. SATURDAY MORNING DETENTION

Saturday morning detention may be assigned for the following reasons:

- Skipping class or school;
- Over accumulation of office detentions;
- Repeated offenses of any kind;
- Failure to fulfill office detention requirement;
- Habitual tardiness;
- Other circumstances as determined by school administration.

Students who receive an excessive number of Saturday detentions may be suspended from school. Saturday morning detentions are served from 8:00 a.m. to 12:00 noon on the assigned date at the high school. Failure to serve a Saturday detention will result in a suspension from school. A letter will be mailed home when a Saturday detention is assigned. The letter will detail expectations of the Saturday detention program.

5. SUSPENSION

ESD Policy JKD

Reasons that constitute the necessity for suspension may include:

- Willful disobedience of school rules;
- Use of profanity and obscene language;
- Injury to other individuals;
- Damage to school property;
- Substance abuse violations;
- Disrespect;
- Any other behavior which in the opinion of the administration constitutes a situation detrimental to the well being or safety of other members of the school may result in suspension.

Students may receive suspensions ranging from one to ten days in length. The administration will determine the length of a student's suspension. Factors such as the nature of the infraction and the student's previous behavioral record will be taken into consideration.

During periods of suspension, students may not participate in or attend after school activities.

The Building Administrator may require the parent and the student to schedule a conference with him/her and/or the Superintendent within the suspension period and prior to the re-admittance to school.

Students are responsible for all schoolwork missed during their suspension. After re-admittance, students shall be permitted to make up any missed schoolwork, including tests, quizzes or other items that will affect their grades.

The time limit for completing schoolwork missed during a suspension will be on a day-for day basis, i.e., suspended for five (5) days, the student will have five (5) days to complete all make up work

A student that has been suspended three (3) or more times, along with his/her parent/guardian, will have to meet with the Superintendent of Schools.

Students will be sent home if repeated violations occur or if the student is unable to maintain suitable self-control to complete the school day. Parents will be required to accompany students to school the following day and conference with administration.

DRESS CODE ESD Policy JICA

The Ellsworth School Committee recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The committee will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school unit to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

In all cases and in accordance with this policy, School Administrators will determine what is "appropriate attire".

- **Pants** shall be worn fastened and at the waist.
- **Skirts, dresses and shorts** of appropriate length are permitted. They must be long enough to reach mid thigh. Each administrator has the authority to develop guidelines to make this determination.
- **Midriff** must be covered with clothing.
- **Transparent or see through tops, strapless, spaghetti strap, low-cut clothing, or tops and outfits that provide minimum coverage** or are of a suggestive nature are prohibited: halter, back-less dresses or tops, tube tops, tank tops, muscle shirts or other clothing which may be distracting are prohibited. Sleeveless shirts, cut close around the arms, are acceptable.
- **Underclothing** shall not be visible.
- **Clothing with rips**, tears, and/or holes, is considered unacceptable for school.
- **Offensive items**: Anything that promotes, advertises or mentions anything associated with drugs, alcohol, tobacco products or things of a violent or sexual nature is not allowed. Anything that is vulgar, obscene, rude, lewd, or is aimed at demeaning a specific group or individual(s) is prohibited.
- The wearing of **hats, caps, headwear, or sunglasses** is prohibited. These items must be removed upon entrance to the building, and may not be worn until the completion of the school day. (This includes visitors to the school.)
- Any article of jewelry considered to be a safety hazard is prohibited. This includes **heavy chains, chokers, and spiked or studded jewelry**.

If you are not sure if something may or may not be worn, check with one of the principals before you wear it to school.

Exceptions for special events (prom, spirit days, etc.) or individual exemptions (health, religious, etc.) may be granted by administration.

Students are expected to meet dress code expectations each day of school. Students who choose to not meet the dress code will not be permitted in class until acceptable clothing is secured. Repeated violations of the dress code will result in further disciplinary actions.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities. However, no particular brand may be required.

The Superintendent is responsible for the development of any administrative regulations necessary to implement this policy.

CO-CURRICULAR PROGRAMS ESD Policy JJIA

Student co-curricular programs are an integral part of school life and are used as a means of developing wholesome attitudes and good interpersonal relations as well as knowledge and skills. Although these activities often require as much careful planning and supervision as student experiences in academic subject areas, it is important that co-curricular program participation not take precedence over academics or jeopardize student achievement. The Ellsworth School Committee (ESC) has established eligibility, sportsmanship/citizenship standards and other requirements in order to provide quality co-curricular experiences for EHS (EHS) students.

For the purpose of this policy: “co-curricular program” and “program” refer to any school-sponsored activity, athletic and non-athletic, for which a grade is not received; “physician” includes physicians, dentists, and other licensed health professionals when prescribing/performing within the scope of their licensed authority; “advisor” refers to an activity’s coach, director or advisor; and “parent” refers to the student’s parent or guardian.

Participation in co-curricular programs is a privilege, not a right. Before a student may participate in any co-curricular program during the current school year, he/she must acknowledge that he/she has read and understood the terms of this policy and agree to comply with them. The student’s parent must also acknowledge that he/she has read the policy and understands that the student’s participation in any co-curricular program is subject to the terms of ESD Policy JJIA.

We strongly recommend that students take advantage of our wide range of co-curricular activities. Students who become involved often find it easier to adjust to school life and benefit personally from being at EHS.

The following activities may be offered at EHS:

| | | | |
|-------------------------|-----------------------|-------------------------|-----------------|
| AFS | Chess Club | Intramurals | Softball |
| AIDS Team | Chorus | Key Club | Stage Band |
| Band | Civil Rights Team | Math Team | Student Council |
| Baseball | Drama Club | Men’s & Women’s Chorus | Swimming |
| Boys & Girls Basketball | French Club | National Honor Society* | Tennis |
| Boys & Girls Soccer | Freshmen Basketball | Jazz Band | Volleyball |
| Boys & Girls X-Country | Golf | Peer Tutoring | Wrestling |
| Cheering | Indoor & Spring Track | Show Choir | Yearbook |

GENERAL REQUIREMENTS:

A. Medical Approval

1. Athletics

All freshmen or first-time participants must have a physical examination, conducted at their own expense by a physician, before they may participate in any athletic activity. Another physical examination will be required after two (2) years, or earlier if the student's coach, the Athletic Director (AD) and/or the Building Administrator (BA) are concerned about the effect of continued participation on the student's health, based upon observation of the student in practice or competition. In the event of an injury or illness which precludes participation in athletic activity, the student's physician and parent must give written approval before the student may resume participation.

2. Non-athletics

In the event an illness or injury precludes participation in non-athletic co curricular programs, the student's physician and parent must give written approval before the student may resume participation.

B. Insurance

Proof of insurance and permission for emergency medical treatment must be presented before a student may participate in any co-curricular program.

C. Eligibility

1. Academic

In order to be eligible to participate in co-curricular programs at EHS, a student must meet one of the following two requirements:

- a. Take a minimum of four (4) courses, with no failures per ranking period;
- b. Take five or more courses, with not more than one (1) failure per ranking period.

Students who fail to meet the applicable requirement during the ranking period will be placed on academic probation. If, at the end of the ranking period, a student is failing one (1) course (option 1) or more than one course (option 2), that student will be denied further participation in the program.

All freshmen entering EHS will be eligible for extra-curricular activities in the first trimester. Freshmen grades will be checked four weeks after the school year begins with the above stated conditions being applied to determine eligibility.

The academic probationary period will begin the day that rank cards are distributed and will be reviewed in four school weeks from this date. If the student wishes to return to the program after the probationary period, then the student must attend all practices/rehearsals/meetings of the activity, but will not be allowed to participate. If the student does not attend all activity practices/rehearsals/meetings, then that student forfeits the opportunity to rejoin the activity following the probationary period.

Following the academic probationary period, if the student's grades meet the eligibility requirements he/she will be restored to full participatory status with the stipulation that the student file a weekly grade check with the BA (or designee) for the remainder of that ranking period. It is the student's responsibility to have each of his/her grades checked on a weekly basis.

If during any week within the respective ranking period, the student fails to meet this responsibility or does not meet academic criteria, the student will become academically ineligible for the remainder of that

ranking period. Any student who is not meeting academic standards after the four-week probationary period is ineligible for the duration of the quarter. In addition, any student who does not meet academic criteria at the end of any quarter will be ineligible to try out for programs that choose participants by audition or try-out.

Students assigned an academic detention to complete missing work must attend the detention of the day assigned. The student may participate in co-curricular programs following the detention.

Students who are academically ineligible to begin a school year because of failing more than one class the previous school year's fourth quarter will not be allowed to regain eligibility by taking a "make-up" course over the summer.

2. Disciplinary

Students serving a suspension may not participate in any co-curricular program's activities during the assigned suspension.

D. Care and Responsibility of Equipment

It is the student's responsibility to care for any equipment issued to him/her during the school year. Any student who does not return all equipment will be billed accordingly. The student will not be allowed to participate in any co-curricular program until equipment is returned or paid for.

E. Travel

In order to provide for their safety, students traveling to and from any co-curricular program's events are expected to use transportation provided by the Ellsworth School Department (ESD).

The ESC recognizes that there may be some occasions when transportation from an event by a means other than that provided by the ESD may be appropriate, and authorizes the Superintendent to develop an administrative procedure describing how permission for alternative transportation will be given.

F. Sportsmanship/Citizenship

An individual who is a member of any co-curricular program is expected to demonstrate good sportsmanship/citizenship at all times. This includes proper respect for coaches, teachers, officials, fellow program members and school property. Failure to exhibit good sportsmanship/citizenship may result in suspension or removal from the program by the BA (or designee).

It is the responsibility of the entire ESD community and the public to exhibit good sportsmanship/citizenship during co-curricular events. Behavior such as booing, jeering, applauding errors, using profane language, throwing objects, and harassing officials are actions which reflect poor sportsmanship/citizenship and will not be tolerated. Students are expected to treat visiting teams, fans and game officials in a manner which will reflect favorably upon our schools and community.

G. Grooming

Students are expected to be groomed and dressed appropriately for all school-sponsored events. The advisor, in consultation with the BA, will determine what is to be appropriate for each function.

H. Commitment and Responsibility

Any student who is part of an organized ESD program must recognize his/her commitment and responsibility to that program. More than one unexcused absence from the program's activities will result in immediate dismissal from the program. Generally, a student who is injured is expected to attend all activities of the co-curricular program. The advisor will monitor this closely and hold the student accountable. Commitment and responsibility are two of the most important aspects of any co-curricular programs.

I. Change of Program

A participant will not move from one program to another once it has been in progress for two (2) weeks, except under unusual and necessary circumstances. This determination will be made by the BA. Any student dismissed from a program for disciplinary reasons will not be allowed to participate in another program during that season. In the case of a program which does not involve a specified season, a determination will be made by the advisors of each program and approved by the BA. If an advisor is approached by a student requesting to change programs during the season, he/she is to notify the BA as soon as feasible.

J. Outside Teams

A student may participate in non-school programs/activities during the regular season, provided that it does not interfere with the school program, which must always take priority.

K. School Attendance

Participants in any co-curricular program are expected to arrive on time and attend a **full day** of school in order to participate in a co-curricular event. If the student is absent from school due to an excused, planned absence (doctor appointment, college interview, etc.), it is that student's responsibility to notify the main office and the advisor in advance of the planned absence. Failure to do so may result in exclusion from involvement in any program activities that day.

Students who are absent due to illness or who must be dismissed from school due to illness may not participate in any program activities that day. Any exceptions will be approved only by a physician or the BA.

L. Possession or Use of Tobacco, Alcohol or Drugs

Refer to Policies JICH – Chemical Health and JICG – Student Tobacco use and/or Possession

STUDENT TOBACCO USE AND/OR POSSESSION ESD Policy JICG

The Ellsworth School Committee (ESC) believes school activities hold a special place in a student's life. Given this belief, and the fact that Maine State Law prohibits persons under the age of eighteen (18) from possessing or using tobacco (which in this policy includes all tobacco products), the ESC deems it unacceptable for a student to participate in school activities while indulging in the use of tobacco.

The administration of this policy will fulfill the ESC's desire to discourage involvement in the use of tobacco products, encourage treatment for those students whose use tobacco products and, when violations occur, determine appropriate consequences.

PREVENTION

The ESD will provide appropriate programs with the goal of preventing and discouraging student use of tobacco.

Educational programs for the prevention of tobacco abuse will be offered in ESD schools in a variety of ways including, but not limited to presentations, student assemblies, and healthclasses.

Any and all counseling programs, group counseling, peer support programs and outside referrals to appropriate agencies will be coordinated by the Chemical Health Team (CHT).

For the purposes of this policy "parent" refers to the student's parent or legal guardian.

NOTE: The Hancock County Juvenile Tobacco Diversion Program is a resource available to the CHT, the parent and the student.

ALL STUDENTS AT SCHOOL OR SCHOOL-RELATED EVENTS

The ESD will not allow any student to possess, use, furnish, or feign use of tobacco products on school property or at any school-related event. Students in violation of this policy will be subject to the following:

A. First and Second Offenses:

1. The student will be suspended from school.
2. The parent will be notified.
3. The student may be referred to the ESC for an expulsion hearing.
4. The student will be referred to the appropriate law enforcement agency.

B. Third Offense

1. The student will be suspended from school and referred to the ESC for an expulsion hearing.
2. The parent will be notified.
3. The student will be referred to the appropriate law enforcement agency.
4. Prior to the student's readmission to school, the parent must meet with members of the student's CHT. The Team will outline an action plan which must be followed.
5. If one (1) calendar year has passed since the last offense, the violation will be treated as a "first offense".

PARTICIPANTS INCO-CURRICULAR ACTIVITIES

Any activity for which a grade is not received is considered a co-curricular activity (CCA).

Students involved in any CCA are not allowed to be in violation of this policy at any time during the school year. If an ESD employee (or a source deemed to be reliable by the BA) observes a CCA participant who is either using or in possession of tobacco, that employee/source will report the incident to the BA who will review the details of the incident to determine if a violation has occurred.

CCA participants who are found to be in violation of this policy at any time during the school year are subject to the disciplinary actions stated above as well as to those listed below:

A. First Offense:

- i. The student will be placed on a two-week probationary period.
- ii. The parent will be notified.
- iii. The student will not be allowed to represent the ESD as a member of any team/group at any public forum, including, but not limited to, games, scrimmages, matches, contests, performances, or events during the two (2) week probationary period. The student will not at any time appear to represent the ESD by sitting or associating with any team/group at any home or away functions. This will also include the privilege of being able to wear the team's /group's school uniform/insignia.
- iv. If the student wishes to return to the CCA after the probationary period, then the student must attend all practices/rehearsals/meetings of that activity, but will not be allowed to participate.
- v. If the student does not attend all activity practices/rehearsals/meetings, he/she forfeits the opportunity to rejoin that CCA following the probationary period.
- vi. Any existing conditions or action plan set forth by the CHT must be satisfactorily met, or the student must demonstrate continued progress toward the goals of the action plan before he/she will be allowed to resume full participation in any CCA.
- vii. The BA will make the final decision as to the student's eligibility to return to the CCA.

B. Repeat Offenses:

- i. The parent will be notified.
- ii. The CHT will be informed of the violation.
- iii. The student will be denied participation in any CCA for one (1) "Season".
- iv. If one (1) calendar year has passed since the last offense, the violation will be treated as a "first offense".
- v. If a student is expelled from school and is re-admitted by the ESC, in order to be eligible for participation in any CCA, he/she must submit a written request for reinstatement to the BA.

NOTE:

At the discretion of the BA, a student found guilty of violating the "being present" rule may receive one half (½) the punishment/probation time stated above for first offenses.

CHEMICAL HEALTH ESD Policy JICH

The following statements are the beliefs of the Ellsworth School Committee (ESC):

- School activities hold a special place in a student's life. Given this belief, it is not acceptable for a student to participate in school activities while indulging in the use of chemicals.
- Chemical dependency is an illness, and it may be treatable.
- A policy dealing with the use of chemicals and/or chemical dependency must address different aspects of the problem.
- There are developmental stages in the use of chemicals that range from experimental to total dependency, and the administration of the policy must reflect this.
- The administration of the policy will fulfill our desire to discourage involvement in the use of chemicals, encourage treatment for chemical dependency, and, when violations occur, determine appropriate consequences.

PREVENTION

The Ellsworth School Department (ESD) will provide appropriate programs with the goal of preventing and discouraging student use of chemicals. Chemicals may be defined as mood and mind-altering substances. These include, but are not limited to, alcohol, illegal drugs, and inappropriate use of over-the-counter medications, designer or look-alike substances, and prescription drugs taken by individuals for whom they are not prescribed or in ways for which they are not intended.

Educational programs for the prevention of chemical abuse will be offered in ESD schools in a variety of ways including, but not limited to: presentations, student assemblies, health classes, special presentations, and programs offered by the Chemical Health Team (CHT).

Any and all counseling programs, group counseling, peer support programs and outside referrals to appropriate agencies will be coordinated by the CHT.

For the purposes of this policy "parent" refers to the student's parent or legal guardian.

ALL STUDENTS AT SCHOOL OR SCHOOL-RELATED EVENTS

The ESD will not allow any student to possess, use, furnish, or feign use of alcohol, drugs or implements used in the taking of drugs on school property or at any school-related event. Students in violation of this policy will be subject to the following:

A. Alcohol, Drugs, and/or the Implements Used in the Taking of Drugs

A. First Offense:

- i. The student will be suspended from school.
- ii. The parent will be notified.
- iii. The student may be referred to the ESC for an expulsion hearing at the discretion of the BA.
- iv. The student will be referred to an appropriate law enforcement agency.
- v. The student will be referred to the CHT, which will:
 - a. outline an action plan which must be followed; and
 - b. oversee the student's progress at school.

B. Repeat Offenses:

- i. The student will be suspended from school for ten (10) days.
- ii. The parent will be notified.
- iii. The student will be referred to the ESC for an expulsion hearing.
- iv. The student will be referred to an appropriate law enforcement agency.
- v. Prior to the student's readmission to school, the parent must meet with members of the student's CHT. The Team will outline an action plan which must be followed.
- vi. If two (2) calendar years have passed since the last offense, the violation will be treated as a "first offense".

C. Furnishing/Selling:

- i. The student will be suspended for ten (10) days.
- ii. The parent will be notified.
- iii. The student will be referred to the ESC for an expulsion hearing.
- iv. The student will be referred to an appropriate law enforcement agency.

D. Voluntary Self-Referrals:

- i. Any student who wishes may refer herself/himself to an advisor, coach, administrator, or any member of the ESD teaching staff.
- ii. The student must make the self-referral prior to any reported incident or investigation of a violation of this policy.
- iii. Any third person contacted will refer the student to the CHT and an action plan will be developed. This referral will be kept confidential.
- iv. The parent will be notified.

PARTICIPANTS IN CO-CURRICULAR ACTIVITIES

Any activity for which a grade is not received is considered a co-curricular activity (CCA).

Students involved in any CCA are not allowed to be in violation of this policy at any time during the school year. If an ESD employee (or a source deemed to be reliable by the BA) observes a CCA participant who is:

- in possession of illegal chemicals;
- using illegal chemicals;
- furnishing/selling illegal chemicals;
- under the influence of illegal chemicals at any time during the school year; and/or
- being present at a function and/or at a place where chemicals are being illegally used. (See Notes below.)

Then that employee/source will report the incident to the BA who will review the details of the incident to determine if a violation has occurred.

CCA participants who are found to be in violation of this policy at any time during the school year are subject to the disciplinary actions stated above as well as to those listed below:

A. First Offense

- i. The student will be placed on a four-week probationary period.
- ii. The student will not be allowed to represent the ESD as a member of any team/group at any public forum, including, but not limited to, games, scrimmages, matches, contests, performances, or events during the probationary period. The student will not appear, at any time, to represent the ESD by sitting or associating with any team/group at any home or away functions. This will also include the privilege of being able to wear the team's /group's school uniform/insignia
- iii. If the student wishes to return to the CCA after the probationary period, then the student must attend all practices/rehearsals/meetings of that activity, but will not be allowed to participate.
- iv. If the student does not attend all activity practices/rehearsals/meetings, then that student forfeits the opportunity to rejoin CCA following the probationary period.
- v. The conditions of the Action Plan set forth by the CHT must be satisfactorily met or the student must demonstrate continued progress of the action plan before he/she will be allowed to resume full participation in any CCA.

B. Repeat Offenses:

- i. The parent will be notified.
- ii. The CHT will be informed of the violation.
- iii. The CHT will formulate an Action Plan, which must be satisfactorily met, or the student must demonstrate continued progress before he/she will be allowed to resume full participation in any CCA.
- iv. The student will be denied participation in any CCA for up to one (1) calendar year.
- v. If two (2) calendar years or more have passed since the last offense, the violation will be treated as a "first offense".

C. Furnishing/Selling Drugs or Alcohol:

- i. The parent will be notified
- ii. The student will be denied participation in any CCA for up to one (1) calendar year.
- iii. The CHT will formulate an Action Plan with the student and his/her parent which will include a referral to a chemical health program for an evaluation.
- iv. If student is expelled from school and if re-admitted by the ESC, the following will apply:
 - a. In order for the student to be eligible for participation in CCAs, he/she must submit, in writing to the BA, a request for reinstatement.
 - b. The request will be forwarded to the CHT for review. After completing its review the CHT will meet with the student and his/her parent to review the case and outline its expectations, which must be met prior to reinstatement to CCA eligibility.

NOTES:

- The ESD Superintendent must approve the BA's investigative findings and recommendations prior to any punishment being awarded for "being present".
- Any student found guilty of violating the "being present" rule will receive one half (1/2) the punishment/probation time stated above for first offense for using/possession.

D. Self-Referral for Chemical Use

- i. Any student may refer himself/herself to a substance abuse counselor, student advisor, guidance counselor, coach, administrator or member of the ESD teaching staff.
- ii. The student must make his/her self-referral prior to any reported incident or investigation of a violation of this policy.
- iii. Any other third party contacted will refer the student to the CHT and an action plan will be developed. This referral will be kept confidential.
- iv. The parent will be notified.
- v. Students who self-refer for the first time will not be suspended or dismissed from the CCA if they willingly participate in the action plan developed by the CHT.

EHS HARRASSMENT POLICY ESD Policy ACAA

Federal, State, and local laws recognize the right of each individual person to have an atmosphere which is free of intimidation, ridicule, hostility, and offensiveness. Some students may not be aware that they are behaving illegally. If your conversation can be overheard by another person and that conversation is offensive, then the conversation is harassment and is illegal. In order to insure people's rights, students must not harass, tease, or bother other students for reasons of race, color, sex, religion, age, national origin or handicap.

Examples of prohibited harassment:

- Unwelcome sexual advances, gestures, comments, or contact.
- Threats.
- Unwelcome or offensive jokes of any kind.
- Ridicule, slurs, derogatory actions or remarks.

Students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to inform a faculty or staff member at the earliest opportunity. Students who believe that they are the victims of harassment should report such occurrences to the administration. The Ellsworth administration shall advise the person who has allegedly been harassed of the various options available to that person.

Harassment is unwanted, one-sided, demeaning, and illegal!

BULLYING ESD Policy JICL

The Ellsworth School Committee (ESC) seeks to provide all students with an equitable opportunity to learn. The ESC therefore expects, and requires, all ESD personnel to ensure that we are providing a safe, orderly and respectful school environment that is conducive to both teaching and learning.

“Bullying” type behavior is detrimental to student learning and achievement. It interferes with the mission of the ESD to educate our students and disrupts the good order and discipline of the schools. Bullying affects not only the students who are targets, but also those who participate and witness such behavior.

The ESC believes that promoting ethical and responsible behavior is an essential part of the ESD’s educational purpose. Ethics, responsible behavior and good moral character are required if a student is to leave school as a “responsible and involved citizen” as described in the Guiding Principles of Maine’s System of Learning Results. Bullying interferes with the accomplishment of this goal.

Incidents of violence and/or threatened violence have occurred in schools across the nation in the past several years. Whereas research strongly suggests a link between bullying and school violence, the ESC seeks to avoid such incidents and therefore takes a systematic approach to bullying prevention and intervention within the ESD.

It is not the ESC's intent to prohibit students from expressing their ideas, realizing that sometimes these ideas might tend to offend the sensibilities of others, or from engaging in civil debate. However, the ESC does not condone, and will take action in response to, conduct that interferes with any students' opportunity to learn, and/or interferes with the educational mission of the ESD, and/or the operation of our schools.

Bullying Prohibited

Bullying, as defined in this policy, is not acceptable conduct and is strictly prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and/or expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

Bullying Defined

For the purpose of this policy, "bullying" means any physical act or gesture or any verbally, written, or electronically communicated expression that:

- A. A reasonable person should expect will have the effect of:
 - 1. Physically harming a student or damaging a student's property;
 - 2. Placing a student in reasonable fear of physical harm or damage to his/her person or property; or
 - 3. Substantially disrupting the instructional program or the orderly operations of the school; or
- B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Application of Policy

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place if such bullying substantially disrupts the instructional program, operations of the school, or welfare of students.

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

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- E. Stalking;
- F. Blocking access to school property or facilities;
- G. Stealing or hiding books, backpacks, or other possessions;
- H. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the ESD instructional program and/or the operation of our schools, or that results, or that could reasonably be expected to result, in a hostile educational environment for any ESD student.

For the purpose of this policy, bullying does not mean mere teasing, put-downs, "talking trash," trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with students' opportunity to learn, the instructional program, or the

operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment, and in fact the ESC strongly encourages such rules.

Delegation of Responsibility

The Superintendent/designee will be responsible for developing and implementing procedures for:

- A. Student and parent reporting of bullying to staff and school administrators;
- B. Staff reporting of bullying to school administrators;
- C. Review of reports and investigation of bullying incidents;
- D. Intervention with and/or discipline of students who engage in bullying;
- E. Support for students who are victims of bullying;
- F. Training staff and students in bullying prevention; and
- G. Periodic evaluation of bullying prevention, intervention, and training efforts within the ESD, and reporting results to the ESC upon request.

Reporting

Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a teacher, who should report incidents to their building administrator.

Acts of reprisal or retaliation against any person reporting an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary action.

Responding to Bullying

Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.

Dissemination of Policy

This Policy shall be communicated to all students and parents through the Student Code of Conduct Policy, and will be published in Student Handbooks.

HAZING ESD Policy ACAD

The Ellsworth School Committee (ESC) prohibits any and all hazing while on school property.

As defined by Maine statute 20-A M.R.S.A. § 6553, hazing is “any action or situation, including harassing behavior, which recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.”

The following shall be in addition to any civil or criminal penalties to which the violator(s) or organization may be subject:

No employee of the ESD shall encourage, permit, condone, or tolerate hazing activities. Employees who fail to abide by this policy may be subject to disciplinary action which may include dismissal.

No student shall plan, encourage, or engage in hazing activities. Any students failing to abide by this policy may be subject to disciplinary action which may include suspension and/or expulsion.

Any ESD-affiliated organization that authorizes hazing maybe subject to penalties including, but not limited to, rescission of permission to operate on ESD property and/or to receive any other benefit of affiliation with the ESD.

Persons not associated with the ESD who violate this policy while on ESD property are subject to ejection from school property and/or other measures as may be applicable under state/local law and/or statues.

The Superintendent is responsible for administering this policy. In the event an individual or organization disagrees with an action—or lack of action—on the part of the Superintendent as he/she carries out the provisions of this policy, that individual or organization may appeal to the ESC. The ruling of the ESC, with respect to the provisions of this policy, shall be final.

A copy of this policy shall be distributed annually to all ESD employees, parents, and students.

WEAPONS, VIOLENCE AND SCHOOL SAFETY ESD Policy JICIA

The Ellsworth School Committee (ESC) believes that Ellsworth School Department (ESD) students and staff are entitled to learn and work in an environment free of violence, threats and disruptive behavior. ESD students are expected to conduct themselves with respect for others and in accordance with ESD policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

ESD staff members are required to immediately report incidents of prohibited conduct by students to the building administrator (BA)/designee for investigation and appropriate action.

Prohibited Conduct

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

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

Disciplinary Action

ABA may suspend and/or recommend expulsion of ESD students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is

deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion, if found necessary for the peace and usefulness of the ESD. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001(9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm, as defined by federal law, on to any ESD property, shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and ESCD Policy JKF.

Psychological Evaluation/Risk Assessment

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

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

All such evaluations shall be performed at ESD expense.

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

Adopted: **March 14, 2000**

Revised: **April 16, 2002** (per MSMA revision)

January 14, 2007 (formatting, grammar only)

EHS DISCRIMINATION STATEMENT

The ESD does not discriminate in its education and employment programs on the basis of age; race; color; national origin; gender; handicap; religion and marital or parental status and complies with Title VI of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972. Inquiries regarding Title VI, Title IX may be made to Carl Lusby, District Affirmative Action Officer at 207-667-6261.

GRIEVANCE PROCEDURE FOR PERSONS WITH DISABILITIES ESD Policy IHBAL

The Ellsworth School Committee has adopted this grievance procedure to provide a local avenue for persons with disabilities to raise concerns about whether the Ellsworth School Department (ESD) is fully meeting its obligations under state and federal laws to protect persons with disabilities. This procedure is intended to meet the requirements of the federal Rehabilitation Act (34 CFR § 104.7(b)) and the federal Americans with Disabilities Act (28 CFR § 35.107(b)).

Questions about this grievance procedure should be directed to the ADA/504 compliance coordinator of the ESD:

Director of Special Education
Hancock County Educational Cooperative
PO Box 37
Ellsworth, ME 04605
Tel: 207-667-5388

Step One

A person with an identifiable disability, or someone acting on that person's behalf, may file a written grievance regarding compliance with state or federal disabilities laws with the Building Administrator (BA) where the grievance arose, or with the ADA/504 compliance coordinator. If filed with the ADA/504 compliance coordinator, that person shall forward it to the appropriate BA. In order for a grievance to be heard, notice must be filed within sixty (60) days of the occurrence.

The BA, after consultation with the ADA/504 compliance coordinator, shall respond in writing to the grievance within 15 working days of its receipt. Extensions of 15 working days may be allowed if necessary to address fully the issues in the grievance. The BA's written response shall be forwarded to the grievant and to the ADA/504 compliance coordinator.

Step Two

If dissatisfied with the response, the grievant may request that the Superintendent review the BA's decision.

The grievant must request that review within 15 working days of the decision by the BA. The Superintendent, after consultation with the ADA/504 compliance coordinator, shall respond in writing to the grievance within 15 working days. Extensions of 15 working days may be allowed when necessary to address fully the issues in the grievance. The Superintendent's written response shall be forwarded to the grievant and to the ADA/504 compliance coordinator.

NOTE: Except for grievances regarding physical alteration to school buildings or grounds, the decision of the Superintendent shall be final. In the case of grievances regarding physical alteration to school buildings or grounds, a dissatisfied grievant may request the School Committee to conduct a review of the Superintendent's decision.

The grievant must request that review within 15 working days of the decision by the Superintendent. The School Committee shall have a reasonable time to schedule a meeting on the grievance and to issue its decision.

Nothing in this grievance procedure in any way forecloses a person with a disability from seeking redress for their concern at any time through other legal avenues, such as through the Office for Civil Rights, the Department of Justice, the Maine Human Rights Commission, or the Maine Department of Education. Questions about other legal avenues available for persons with disabilities to pursue compliance concerns under various disabilities laws should be directed to the ADA/504 compliance coordinator:

**Director of Special Education
Hancock County Educational Cooperative**

**PO Box37
Ellsworth,ME 04605
Tel: 207-667-5388**

This notice is available in large print and on audiotape from the ADA/504 compliance coordinator.

STUDENT COMPUTER AND INTERNET USE ESD Policy IJNDB

The Ellsworth School Department (ESD) provides computers, networks and Internet access to support the educational mission of ESD schools and to enhance the curriculum and learning opportunities for students and school staff. The Ellsworth School Committee (ESC) believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that the ESD establish reasonable controls for lawful, efficient and appropriate use of this technology.

Student use of ESD computers, networks and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules (IJNDB-R). Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All ESD computers remain under the control, custody and supervision of the ESD. The ESD reserves the right to monitor all computer and Internet activity by students. ESD students have no expectation of privacy in their use of ESD computers.

While reasonable precautions will be taken to supervise all ESD student use of the Internet, the ESD cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the ESD, in violation of ESC policies/procedures and school rules. The ESD is not responsible for the accuracy or quality of information that students obtain through the Internet.

The ESD makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The ESD will not be responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. The ESD is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student is allowed to use ESD computers and Internet services, the student and his/her parent/legal guardian must sign and return the Student Information Technology Acceptable Use Agreement (IJNDB-E). The signed agreements will be retained by the Information Technology (IT) Department.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the ESC of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of ESD computer system as long as they are consistent with the ESC policy/rules. The Superintendent may delegate specific responsibilities to Building Administrators, the IT Department, and others as he/she deems appropriate.

ADMINISTRATION OF MEDICATION TO STUDENTS ESD Policy JLCD

Although the Ellsworth School Committee (ESC) discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short term illness, injury, or disabling condition may require the administration of medication during the school day. The Ellsworth School Department (ESD) will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to ensure the safe administration of medications to students by ESD personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The ESC requires collaboration between parents/guardians and ESD personnel in these efforts.

For the purpose of this policy, "medication" includes both prescription and non-prescription (over-the-counter) medications. "Physician" includes physicians, dentists, and other licensed health professionals when prescribing within the scope of their prescriptive authority. "Parent" refers to the student's parent or guardian. "Unlicensed personnel" refers to ESD staff not licensed by the State in any profession that allows for the administration of medication, diagnose medical conditions, provide medical care, and/or prescribe medication.

The ESC disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student and for any injury arising from a student's self-administration of medication.

Administration of Medication by ESD Personnel

Parental Request

In the event that no reasonable alternative exists, the parent may request in writing that medication (prescription and/or over-the-counter) be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per a physician's written instructions. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate ESD personnel. If they choose to do so, parents may reveal the reason (diagnosis) which requires the administration of medication. The provision of such information is optional and disclosure shall not be compelled. Requests shall be valid for the current school year only.

Physician's Order

All parental requests must be accompanied by a written order from the student's physician substantiating the fact that the administration of a particular medication (prescription and/or over-the-counter) during the school day is necessary for the student's health and attendance in school. Such order must include:

- A. The student's name;
- B. The name and nature of the medication (e.g., tablets, liquid, drops);
- C. The individual dosage;
- D. The frequency, dosage, and duration of treatment;
- E. Potential side effects; and
- F. Any specific instructions or procedures for the administration of the particular medication to the student.

Parental requests must include information concerning the medical personnel to be contacted in the event complications arise with the administration of medication, including any missed doses.

The parent is responsible for notifying the ESD of any changes to the following, which shall require new written requests/orders from the physician as applicable:

- A. Information in the physician's original written order;
- B. Health care provider(s);
- C. Specific instructions or procedures for the administration of the particular medication to the student;
- D. Condition of the student; or
- E. Type of medication, dosage, and/or frequency.
- F. Discontinuation of medication

In those circumstances when the school nurse believes that the prescription does not provide sufficient information for appropriate administration, or when the physician has indicated that he/she does not want the medication administered by unlicensed school personnel, he/she shall immediately inform the building

administrator who will meet with (a) the school nurse, (b) the parent(s), and (c) appropriate professionals as required/desired to discuss alternative options for administration of medication to the student.

Parents who wish to administer medications (prescription and/or over-the-counter) to their children on ESD grounds may do so only with the approval of the school nurse.

Delivery and Storage of Medication

The student's parents shall personally deliver any medication, in its original container, to be administered by the school nurse to the school. In the event that this is not practical, the parent must contact the school nurse to make alternative arrangements.

No more than one school month's supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent must remove any medications that are no longer required or that remain at the end of the school year, or provide written authorization for the school nurse to appropriately dispose of any such medication(s).

The school nurse shall be responsible for the appropriate and secure storage of any and all medications kept at school.

Recordkeeping

The school nurse and the student's parent shall count all medication brought to school. The number of capsules, pills, and/or the volume of other medications shall be recorded.

The school nurse shall document the administration of all medications, noting the date, time, and dosage given. In the school nurse's absence, the designated staff member trained in the administration of medications shall administer medications and document each instance as noted above.

The school nurse shall maintain records, including the parent's request(s), physician's orders, and details of the specific medications as stated in the preceding paragraph.

All records shall be retained in accordance with current State of Maine schedules pertaining to student health records.

Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses. All unlicensed personnel who may be required to administer any medication must receive training before being authorized to do so.

The school nurse will evaluate the unlicensed person's skill, document the successful completion of training, and make recommendations to the Superintendent/designee pertaining to authorization of the unlicensed person to administer medication. Training that shall be acceptable for the purpose of authorization of unlicensed personnel shall be that which is consistent with applicable Maine Department of Education rules, standards, recommendations, programs, and/or methodologies.

Supervision and/or monitoring of medication administration will be the responsibility of the school nurse.

Administration of Medication during Off-Campus Field Trips and School-Sponsored Events

The ESD will make an effort to accommodate students requiring administration of prescription medication during field trips or ESD-sponsored events as follows:

The activity's coach/advisor/teacher, in consultation with the school nurse, the student's parents, and the student's primary care provider, will determine whether an individual student's participation is feasible due to his/her health condition, the distance from emergency care, and/or other extraordinary circumstances.

The parent must provide the appropriate number of doses of medication needed for the duration of the field trip or school-sponsored event.

When there are no restrictions to the student's participation, an appropriately trained staff member will be assigned to administer medication. However the parent will be encouraged to accompany the student, to care for the student and administer medication.

All provisions of this policy shall apply to prescription and non-prescription medications to be administered during off-campus field trips and ESD-sponsored events.

Student Self-Administration of Asthma Inhalers and Epinephrine Pens

After consulting with the school nurse, the Building Administration (BA) may authorize students with allergies or asthma to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while in ESD vehicles. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

- A. All EpiPens and asthma inhalers must be labeled with the child's name.
- B. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.
- C. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, the circumstances that may warrant its use, and that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.
- D. The school nurse shall evaluate the student's techniques to ensure proper and effective use of an epinephrine pen or asthma inhaler taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.
- E. The parent will be informed that the ESD cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the ESD will not in any way be responsible for any injury and/or misuse arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the BA (normally after consultation with the school nurse and the student's parents) if the student demonstrates the inability to responsibly possess and self-administer such medication.

Student Self-Administration of Insulin

Students with diabetes may be authorized by the BA, (after consultation with the school nurse) on a case-by-case basis, to possess and self-administer insulin during the school day, during field trips, ESD sponsored events, or while in ESD vehicles. (Guidelines are the same as outlined in subsection “Student Self-Administration of Asthma Inhalers and Epinephrine Pens”).

Sharing, borrowing, or distribution of medication is prohibited. The student’s authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

18-YEAR-OLD STUDENTS

Students who are 18 years old (or older) who maintain independent residence, financial responsibility (independently from their parents, relative, or guardians) must produce legal proof of their status. Upon this proof, the Administration of EHS will issue a determination as to the procedures that will govern this student’s rights and responsibilities within the school setting. Any exception to this policy can only be made through written appeal to the administration

DANCES

Dances will be held from 8:00 to 11:00 p.m. with doors opening at 7:45 p.m. After 9:00 p.m., no one will be admitted to the dance. If a student is going to be later than 9:00 p.m., the student must get permission from the Principal or Assistant Principal. When a student(s) leave the building, he/she will not be allowed to reenter the dance and will be expected to leave the school property. The intent is that dances will be held for EHS students, but a guest may be allowed provided they are in good standing at their high school. Students must sign up their guest in the main office by the end of the day on Wednesday the week of the dance.

LOCKERS

A locker and lock are provided to you for the purpose of storing and securing your property. You are responsible for all articles stored in your locker. These assigned locks are to be used at all times. A \$5.00 fee will be assigned if your lock is lost during the year. Only school locks are permitted to be used. Lockers are the property of EHS. Lockers may be checked by the principal or assistant principal at any time without reason.

LUNCH

EHS has three (3) 30 minute lunch periods each day. Students may not leave the school building during lunch as we do not have an open campus policy. We ask that all students show responsibility by picking up after themselves.

PERSONAL ELECTRONIC EQUIPMENT

Personal radios, tape recorders, iPods, CD players, headphones, cell phones, pagers, or laser pointers are to be turned off during the school day. EHS's classrooms have telephones that are immediately accessible from the main office in case of emergency. Video recorders are not allowed in school without written permission from the BA.

PERSONAL PROPERTY

EHS is not responsible for a student’s personal property. It is recommended that students do not bring unnecessary valuables to school. Students should not leave personal property unattended. It is recommended that students keep all possessions secured in their assigned lockers with their assigned lock securely attached.

PHONE USAGE

An office phone will be available in case of an emergency and upon the approval of the office.

PUBLIC DISPLAYS OF AFFECTION

Public display of affection is not an acceptable behavior in school. Anything in excess of holding hands is considered inappropriate. Parents will be notified when violations of these rules occur. Other disciplinary action will be taken if parent conferencing does not solve a problem.

SCHOOL GROUNDS

After arrival at school, students may not leave the premises without permission from the main office. Students are expected to enter the building immediately upon arrival at school. They are not allowed to loiter in vehicles, parking areas or other areas outside the school building. "Arrival at school" is defined as follows: When a student enters the driveway to the high school he/she has "arrived" at school. Students are not permitted to leave the school building during lunch period. All wooded areas on or adjacent to school property are off limits to students at all times.

SCHOOL PROPERTY

Books and other school property must be cared for. It is the student's responsibility to take proper care of all school property loaned to them. Lost or damaged property will be paid for by the student.

SEARCH AND SEIZURE

When a school official has reason to suspect that a student is in possession of any illegal substance, object or other prohibited articles on school property, the school official may conduct a legal search of book bags, lockers, jackets, or vehicles parked on school property. Students can be required to empty their pockets and show reasonable evidence that they are not hiding anything or in possession of any illegal substance or object while on school property. Such searches on school property may be conducted without notice, consent, or a search warrant. Any illicit object/substance discovered will be confiscated and the police may be notified.

SKATEBOARDING

If a student brings a skateboard to school, the student is responsible for storing their skateboard in their locker and keeping it locked up during the day. Skateboarding is not allowed on school property at any time. Students who fail to adhere to this policy will lose the privilege of bringing their skateboard to school.

STUDENT-OPERATED VEHICLES USED AS SCHOOL TRANSPORTATION ESD Policy JLIE

The Ellsworth School Committee (ESC) realizes that available data demonstrates transporting students from home to school and return (HSR) by vehicles meeting the specifications for school buses is the safest mode of student transportation. The ESC also realizes that in today's society many students have personal vehicles, and a lifestyle that would be penalized by requiring them to utilize Ellsworth School Department (ESD) transportation. In addition, the ESC understands and supports the fact that parents are ultimately responsible for the actions and welfare of their own children.

In keeping with the above statements, the ESC authorizes Ellsworth High School (EHS) students in grades 10 through 12 (Sophomores, Juniors, and Seniors) to utilize private HSR (PHSR) vehicles on ESD property within the following guidelines:

1. All State of Maine motor vehicle laws will be complied with while operating PHSR vehicles on ESD grounds. This includes, but is not limited to, registration, inspection and operator's license requirements.
2. All PHSR vehicles will be registered with the EHS Building Administrators' (BA) office, and the permit issued will be displayed in the vehicle when parked in the EHS student parking areas.
3. Students operating PHSR vehicles are not allowed to remain in or to re-enter, their vehicles during school hours without BA authorization. A student having early release is exempt for the purpose of leaving EHS grounds.
4. All PHSR vehicles must be parked in a designated student parking area.
5. No PHSR vehicle will be utilized to transport any student(s) other than the owner (driver/operator) during normal school hours without permission of the BA (i.e. between EHS and Hancock County Technical Center classes).
6. The ESC neither authorizes nor condones any student other than the owner/operator to utilize a PHSR vehicle for transportation to and/or from home and any ESD function. Realizing it is impossible for ESD personnel to monitor this, the ESC assumes no responsibility, and relies on students and parents to utilize caution and good judgment in this area.
7. A student serving a Suspension and/or Expulsion will be required to return his/her PHSR vehicle permit to the EHS BA, and is prohibited from operating any vehicle on ESD grounds until he/she is readmitted to EHS.

STUDY HALL

All students must report to study hall before signing out to other areas in the building. It is the student's responsibility to bring academic work and/or reading materials with them to study hall. Study halls are to be used for quiet study and/or reading. In some cases, students may be given permission to work together quietly by the study hall monitor. Study hall will not be used to play games of any type.

STUDENT VISITORS

Students from other schools may not visit EHS without written permission from the Principal - visits must be for a valid purpose such as intended enrollment. Permission of the prospective visitor's current school and parent will be required in writing. All student visits must be approved at least three (3) days in advance.

SPECIAL EDUCATION

Parents or students who have an interest in discussing possible Special Education services are urged to contact the Educational Cooperative (667-5388) or to discuss the process with the Ellsworth Guidance Department (667-4722 ext 5504).

STUDENT EDUCATION RECORDS AND STUDENT INFORMATION ADMINISTRATIVE PROCEDURE ESD Policy JRA-R

The Ellsworth School Committee (ESC) has adopted these administrative procedures to assist Ellsworth School Department (ESD) administrators and staff in complying with the requirements of federal and state statutes and regulations concerning student education records and information, including special education requirements.

A. Definitions

The following definitions apply to terms used in this procedure.

1. "**FERPA**" means the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g).
2. "Directory information" means the following information contained in an education record of a student: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received.
3. "Eligible student" means a student who has attained 18 years of age who has not been judged by a court of competent jurisdiction to be so severely impaired that the student is unable to make decisions or exercise judgment on his/her own behalf. When a student attains the age of 18, all rights accorded to parents concerning education records transfer to the eligible student.
4. "Parent" means parent, regardless of divorce or separation, a legal guardian, or individual acting as a parent or guardian provided that there shall be a presumption that a parent has the authority to exercise the rights governing such matters as divorce, separation or custody or a legally binding instrument that specifically revokes such rights.
5. "Education Record" means information or data that directly relates to a student and is maintained by the ESD in any medium, including but not limited to handwriting, print, computer media, video or audio tape, microfilm and microfiche. Records of instructional, supervisory and administrative personnel and personnel who support these individuals, which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a temporary substitute for the person who made the record are excluded from this definition.
6. "Student" includes any individual with respect to whom the ESD maintains education records.

B. Annual Notification of Rights

Parents and eligible students shall be provided with notice of their rights under FERPA and other applicable federal and state laws and regulations concerning education records at the beginning of each school year or upon enrollment if a student enrolls after the start of the school year. The ESD provides this notice through the student handbook in all ESD schools.

C. Access to Policy and Administrative Procedures

ESD's policy on Student Education Records and Student Information shall be posted in each school. In addition, Building Administrators (BA) shall provide copies of this administrative procedure to parents/eligible students upon request.

D. Inspection and Review of Education Records

Parents/eligible students may review and inspect their educational records by the following procedure:

1. The parent/eligible student must make a written request to the BA to review the records.
2. The BA will comply with the request without unnecessary delay and in a reasonable period of time, but in no case more than forty five (45) days after he/she received the request, and will comply before any IEP Team meeting regarding an Individualized Education Program (IEP) or any due process hearing relating to the identification, evaluation, or placement of the student.
3. The BA may deny a request for access to, or copies of, the student's education records if there is reasonable doubt as to the legality of the parent-child relationship. Access will be withheld until a determination of legal right to access can be established.

Parents/eligible students may also request to review the following:

1. ESD's list of types and locations of all records and titles of officials responsible for the records.
2. ESD's record of disclosures of personally identifiable information (see following section).

E. Requests to Amend Education Records

Parents/eligible students may ask the ESD to amend education records they believe are inaccurate, misleading or in violation of the student's privacy rights as follows:

1. The parent/eligible student must make a written request to the BA to amend the education record. The request must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
2. The BA shall, within a reasonable period of time after receipt of the request, either amend the record in accordance with the request, or inform the parent/eligible student of its refusal to amend the record and inform the parent/eligible student of their right to request a hearing.
3. If the parent/eligible student requests a hearing, it shall be held within a reasonable period of time from ESD's receipt of the written request. The parent/eligible student shall be given advance notice of the date, place, and time of the hearing. The Superintendent shall designate an individual to conduct the hearing. This individual may be an employee of the ESD so long as he/she does not have a direct interest in the outcome of the hearing. The parent/eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.

4. The ESD shall make its decision in writing within a reasonable period of time. The decision of the ESD shall include a summary of the evidence and the reasons for the decision.
5. If, as a result of the hearing, the ESD decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, the BA concerned shall amend the education records of the student accordingly and so inform the parent/eligible student in writing.
6. If, as a result of the hearing, the ESD decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent/eligible student of their right to include a statement in the student's education record about the contested information and/or setting forth any reasons for disagreeing with the decision of the ESD.
7. Any statement placed in the student's education record under the preceding paragraph shall be maintained as long as the record or contested portion is maintained by the ESD. If the education records of the student (or the contested portion) is disclosed by the ESD to any party, the explanation shall also be disclosed.

E. Disclosure of Education Records

All disclosures of education records will be made in compliance with federal and state statutes and regulations. The ESD will maintain a record of disclosures of personally identifiable information from the education records of a student. Such records do not include disclosures to the parents/eligible student, disclosures made pursuant to written consent of the parents/eligible student, disclosures to ESD officials or disclosures of directory information. The ESD will not disclose any personally identifiable information from the education records of a student without the prior written consent of the parent/eligible student. The written consent shall include a specification of the records which may be disclosed, the purpose(s) of the disclosure(s), and the identity of the party or parties to whom the disclosure(s) may be made.

There are several exceptions to the requirement to obtain prior written consent before disclosing education records as follows:

1. **Directory Information.** The ESD may make directory information (as described in the Definitions section) public at its discretion, unless a parent/eligible student has notified the Superintendent in writing within the first 10 school days of the first student day, or within ten (10) days of enrollment, whichever is later. The ESD may disclose directory information about former students without the consent of the parent/eligible student.
2. **Military Recruiters/Institutions of Higher Education.** Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the ESD will willingly comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the ESD to disclose this information must notify the Superintendent in writing within the first 10 school days of the first student day, or within ten (10) days of enrollment, whichever is later.
3. **ESD Officials with Legitimate Educational Interests.** Education records may be disclosed to ESD officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the ESD as an administrator, supervisor, instructor, or support staff member (including health or medical staff and Ellsworth Police Department personnel); members of the ESC; persons or companies with whom the ESD has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students, and volunteers serving on an official ESD committee (such as a disciplinary or grievance committee) or assisting a school official in the performance of professional responsibilities.

4. **Other School Units.** Under Maine law (20-A M.R.S.A. § 6001-B), the ESD is required to send a student's education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records. Consent is not required for the transfer of these records, except for confidential health records. At the request of the Superintendent of the school unit where a student seeks admission, the student's current or former school BA shall provide, in a timely fashion, an oral or written report to the Superintendent indicating whether the student has been expelled or suspended or is the subject of an expulsion or suspension proceeding.
5. **Other Entities/Individuals.** Education records may be disclosed to other governmental entities and individuals as specifically permitted by FERPA and the accompanying regulations.
6. **Information on the Internet.** Under Maine law (20-A M.R.S.A. § 6001), the ESD shall not publish on the Internet any information 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, without written parental consent.

F. Waiver of Confidentiality Rights

A parent/eligible student may waive any of his/her rights regarding confidentiality of educational records, but any such a waiver must be in writing and signed by the parent/eligible student. The ESD may not require that a parent/eligible student waive his or her rights. Any waiver may be revoked with respect to actions occurring after the revocation. If a parent executes a waiver, that waiver may be revoked by the student any time after he/she becomes an eligible student.

G. Fees for Copying Records

There shall be no charge to search for or retrieve education records of a student. The ESD shall provide copies of education records to parents/eligible students upon request. The cost of producing copies of the record to parents/eligible student will be \$0.10 per page copied, plus postage. Parents/eligible students who are unable to pay such fees will not be denied access to education records. This fee, however, will not prohibit a parent's or eligible student's opportunity for access to the records if they are unable to pay for such copies. There will be no charge to search for or to retrieve the education records of a student.

H. Maintenance and Destruction of Education Records

The ESD shall maintain accurate and up-to-date education records as required by federal and state statutes and regulations.

1. Records shall be maintained by personnel who are knowledgeable about the applicable confidentiality. All records shall be safeguarded from unauthorized access. Student records must be kept in fireproof storage at the school or a duplicate set kept off-site.
2. The high school transcripts of all former students shall be kept in perpetuity by the ESD. A permanent record of a special education student's name, address, phone number, grades, attendance record, classes attended, and grade and year completed shall be maintained without time limitations. All other records will be maintained in accordance with Maine State Rules for Disposition of Local Governmental Records (Schedule L).
3. The ESD shall not destroy any education record if there is any outstanding request to inspect or review such records.
4. Records of access to education records shall be retained as long as the records themselves.

5. The ESD shall inform parents of students with disabilities when education records are no longer needed to provide educational services to the student or to demonstrate that the ESD has provided the student with a free appropriate public education as required by law. At that point, the records may be turned over to parents/eligible student upon their request, or destroyed in accordance with the parent's request or ESD procedures.

I. Complaints

The United States Department of Education maintains an office that handles complaints about alleged violations of FERPA by local school units. Complaints regarding violations of rights accorded parents/eligible students may be submitted in writing to:

Family Policy Compliance Office
Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99
20 U.S.C. § 7908
20-A M.R.S.A. § 6001, 6001-B
Me. Dept. of Ed. Rules, Ch. 101, 125
Maine State Archives, Rules for Disposition of Local Governmental
Records (Schedule L)
First Reading: 04-23-08
Adopted: 05-13-08

EHS CALENDAR 2008-2009

| | | |
|-----------|--|--|
| September | 1 | Labor Day Holiday |
| | 3 | First Student Day (Freshmen only @ EHS) |
| | 4 | First Upperclassman School Day @ EHS |
| | 8 | Last day to add/drop first trimester |
| | 9 | Deadline for registering for October SAT |
| | 9 | School Pictures |
| | 18 | Open House 6:30-8:00 p.m. |
| | 19 | Deadline for registering for October ACT |
| | 22 | College Fair @ UMO (Evening) or |
| | 23 | College Fair @ UMO (9:00 am – 11:00 am) |
| | 26 | Deadline for registering for November SAT |
| | 30 | College Admissions Workshop @ 6:30 p.m.(EHS Cafeteria) |
| | October | 4 |
| 10 | | Professional Development (full day)– No Students |
| 13 | | Columbus Day Holiday |
| 15 | | PSAT's for all sophomores and juniors |
| 15 | | ASVAB's for interested seniors – see your counselor if interested |
| 15 | | Seniors post-secondary morning – work on applications, visit nearby colleges, write essays, continue exploring CHOICES |
| 16 | | Parent/Teacher Conferences (5:00 p.m. – 7:30p.m.) |
| 25 | | ACT's |
| 29 | Career Day 7:30 a.m. – 10:30 a.m. (All Students) | |
| November | 1 | SAT's |
| | 5 | Deadline for registering for December SAT |
| | 7 | Deadline for registering for December ACT |
| | 11 | Veterans' Day Holiday |
| | 24 | Professional Development (full day)– No Students |
| | 25 | Professional Development (full day)– No Students |
| | 26 | Non-School Day (Teacher Exchange Day) |
| | 27 | Thanksgiving Day Holiday |
| | 28 | Non-School Day |
| | December | 3 |
| 3 - 5 | | Final Exams for 1st Trimester |
| 5 | | END OF THE 1ST TRIMESTER |
| 6 | | SAT's |
| 8 | | Start of the 2nd trimester |
| 10 | | Last day to add/drop for the 2nd trimester |
| 13 | | ACT's |
| 26 | | Deadline for registering for January SAT |
| 22-31 | | Christmas Vacation |
| January | 1 | New Year's Day Holiday |
| | 2 | Last day of Christmas Vacation |
| | 6 | Deadline for registering for February ACT |
| | 19 | M.L.King, Jr. Holiday |
| | 24 | SAT's |
| | 29 | Parent/Teacher Conferences (5:00p.m. – 7:30 p.m.) |

| | | |
|----------|---------------------------------|---|
| February | 7 | ACT's |
| | 10 | Deadline for registering for March SAT |
| | 12 | 8th grade Open House (Snow Date: February 26) |
| | 16-20 | Winter Vacation |
| | 27 | Deadline for registering for April ACT |
| March | 14 | SAT's |
| | 18 | Understanding Financial Aid Award Letters and Loan Basics @ 6:30p.m. (EHS Cafeteria) |
| | 18 – 20 | Final Exams for 2nd Trimester |
| | 20 | END OF THE 2ND TRIMESTER |
| | 23 | Start of 3rd trimester |
| | 25 | Last day to add/drop for 3rd trimester |
| | 27 | Professional Development Day (No Students) |
| | 31 | Deadline for registering for May SAT |
| April | 4 | ACT's |
| | 20-24 | Spring Vacation |
| | 30 | Parent/Teacher Conferences (5:00 p.m. – 7:00p.m.) |
| May | 2 | SAT's for ALL JUNIORS (7:30 am – 1:00 p.m.) |
| | 5 | Deadline for registering for June SAT |
| | 5 | AP Statistics Exam – P.M. |
| | 6 | AP Calculus AB – A.M. |
| | 7 | AP English Literature Exam – A.M. |
| | 8 | Deadline for registering for June ACT |
| | 8 | AP U.S. History – A.M. |
| | 8 | AP Studio Art – P.M. |
| | 11 | AP Biology Exam – A.M. |
| | 12 | AP Environmental Science Exam – A.M. |
| | 13 | AP English Language Exam – A.M. |
| | 14 | AP World History Exam – A.M. |
| | TBA | College Fair @ UM at Machias |
| | 21 | Senior Honors Banquet (6:00 p.m.) |
| 25 | Memorial Day Holiday | |
| 28 | Last Day of Classes for Seniors | |
| June | 6 | SAT's |
| | 10 | Class Night – 7:00 p.m. - Auditorium |
| | 12 | Graduation – 7:00 p.m. – Charles G. Katsiaficas Gymnasium |
| | 13 | ACT's |
| | TBD | Underclass Awards (8:15 am – 9:30am) |
| | TBD | Final Exams (Underclassmen) |
| | TBA | Step-up Day for incoming Freshmen |
| | 15 | Last Day (Tentative depending on # of Snow Days Used) |
| | TBA | Rank Cards Mailed (Underclassmen) |

FACULTY/STAFF

2008-2009

ADMINISTRATION

Mr. Connors, Principal
Mrs. Boles, Assistant Principal
Mr. Brown, Director of Student Activities
Mrs. Batson, Secretary
Mrs. Barnard, Secretary

GUIDANCE

Mrs. Fuller, Counselor*
Mrs. Homich, Counselor
Mrs. Austin, Secretary

LIBRARY

Mrs. Macbeth, Librarian*
Mrs. Richmond, Assistant

SCHOOL NURSE

Mrs. Rudolph

SPECTRUM/GIFTED & TALENTED

Mr. Warren

TECHNOLOGY DEPT

Mrs. Clifford, Coordinator
Mr. Liebow
Mr. Maxim
Mr. Metzler
Mrs. Searchfield, DBA

CAREER PREP

Ms. Avery*

ENGLISH

Mr. Beardsley
Mrs. Conroy
Mrs. Davis
Mrs. Dewey*
Ms. Toole
Mr. Wormuth

FINE ARTS

Ms. Casey
Mr. Frazier*
Ms. Higgins
Mrs. Wright

ENGLISH AS 2ND LANG.

Mrs. Bonney

FOREIGN LANGUAGE

Mrs. Corson
Mrs. Svec
Mrs. Taniashvili*

HCTC

Mr. Baker
Mr. Casey
Ms. Haines
Mr. Harding
Mr. Jones
Mr. Speed
Mr. Trowbridge

MATHEMATICS

Mrs. Crowley
Mrs. Hamilton*
Mr. Mercier
Mr. Myers
Mr. Smith
Ms. Vos

PHYSICAL EDUCATION/HEALTH

Mrs. Hammer*
Mr. Higgins
Mr. Ormsby

PLATO/DISTANCE LEARNING

Mrs. Cyr

SCIENCE

Ms. Andre
Mrs. Beardsley
Mr. Burns*
Ms. Eaton
Mr. Keefe
Mrs. Vose

SOCIAL STUDIES

Mr. Deetjen
Ms. Fyrberg
Mr. Gunn
Mrs. Keblinsky
Mr. McPhee
Ms. Shea

READ 180 PROGRAM

Mrs. High
Mrs. Robinson

SPECIAL EDUCATION

Mrs. Finley*
Mrs. Law
Mrs. Palmer

ED TECHS

Ms. Brunton
Ms. Bull
Mrs. Clark
Mrs. Curtis
Mrs. Denoncourt
Mrs. Dewitt
Ms. Flint
Mrs. Fortier
Mrs. Mackay
Mrs. Macko
Mrs. Mozelak
Ms. Neslusen
Ms. Sawyer
Mrs. Sprague
Ms. Steede
Mr. Stephenson
Mrs. Tooley
Mrs. Small

MAINTENANCE

Mr. Gray, Facilities Manager
Mr. Pierpont, Head of Maint.
Mr. Barnard, Head Custodian
Mr. Buteau
Mr. Comeau
Mrs. Goslanski
Mr. Goslanski
Mr. B. Shedeck
Mr. J. Shedeck
Mr. Trundy
Mr. Turnbull

FOOD SERVICE

Mr. Daily, Director
Mrs. Debeck
Mrs. Dyer
Mrs. Hamilton
Mrs. Jordan
Mrs. Powell

SCHOOL HEALTH COORD

Mrs. McKenney

SOCIAL WORKER

Ms. McEachern-Murphy, LCSW

*Notes Department Chair

FRESHMEN BELL SCHEDULE 2008-2009

| MAROON | | | WHITE | | |
|-------------------------------------|-------------------|---------------------------------|-------------------------------------|-------------------|---------------------------------|
| BLOCK A 7:55-9:50 | 7:55 – 8:50 | Teachers-Team/Students-Elective | BLOCK A 7:55-9:50 | 7:55 – 8:50 | Teachers-Team/Students-Elective |
| | 8:55 – 9:50 | Teachers-Prep/Students-Elective | | 8:55 – 9:50 | Teachers-Prep/Students-Elective |
| BLOCK B 9:55-11:10 | Guided Study | | BLOCK B 9:55-11:10 | Guided Study | |
| LUNCH | 11:10 – 11:40 | | LUNCH | 11:10 – 11:40 | |
| BLOCK C 11:45-1:05 | TEAM 1 | TEAM 2 | BLOCK C 11:45-1:05 | TEAM 1 | TEAM 2 |
| | G1 Math | G5 Math | | G1 English | G5 English |
| | G2 Science | G6 Science | | G2 Social Studies | G6 Social Studies |
| | G3 English | G7 English | | G3 Math | G7 Math |
| | G4 Social Studies | G8 Social Studies | | G4 Science | G8 Science |
| BLOCK D 1:10-2:30 | TEAM 1 | TEAM 2 | BLOCK D 1:10-2:30 | TEAM 1 | TEAM 2 |
| | G1 Science | G5 Science | | G1 Social Studies | G5 Social Studies |
| | G2 Math | G6 Math | | G2 English | G6 English |
| | G3 Social Studies | G7 Social Studies | | G3 Science | G7 Science |
| | G4 English | G8 English | | G4 Math | G8 Math |

**BELL SCHEDULE FOR UPPERCLASSMEN
2008-2009**

| PERIOD | MW | PERIOD | TUESDAY | PERIOD | THURSDAY | PERIOD | PLC FRIDAY |
|---------|---------------|--------------|---------------|--------------|---------------|---------|---------------|
| 1 | 7:55 - 8:50 | 1 | 7:55 - 8:45 | 1 | 7:55 - 8:50 | 1 | 7:55 - 8:42 |
| 2 | 8:55 - 9:50 | 2 | 8:50 - 9:40 | 2 | 8:55 - 9:50 | 2 | 8:46 - 9:33 |
| 3 | 9:55 - 10:50 | ADVISOR Y | 9:45 - 10:05 | 3 | 9:55 - 10:50 | 3 | 9:37 - 10:24 |
| 4A | 10:55 - 11:50 | 3 | 10:10 - 11:00 | 4A | 10:55 - 11:45 | 4A | 10:28 - 11:15 |
| LUNCH A | 10:55 - 11:25 | 4A | 11:05 - 12:00 | LUNCH A | 10:50 - 11:20 | LUNCH A | 10:28 - 10:58 |
| 4B | 11:30 - 12:25 | LUNCH A | 11:00 - 11:30 | 4B | 11:25 - 12:15 | 4B | 11:02 - 11:49 |
| LUNCH B | 11:55 - 12:25 | 4B | 11:35 - 12:30 | LUNCH B | 11:45 - 12:15 | LUNCH B | 11:19 - 11:49 |
| 5 | 12:30 - 1:25 | LUNCH B | 12:00 - 12:30 | ADVISOR Y | 12:20 - 12:40 | 5 | 11:53 - 12:40 |
| 6 | 1:30 - 2:30 | 5 | 12:35 - 1:30 | 5 | 12:45 - 1:35 | 6 | 12:43 - 1:30 |
| | | 6 | 1:35 - 2:30 | 6 | 1:40 - 2:30 | | |

NOTE

*Morning HCTC students will go to period 4A and eat Lunch B

*Afternoon HCTC students will eat Lunch A and then go to HCTC

*Every Friday students will be dismissed at 1:30. **Union #92 students will report to Study Hall until their busses arrive at 2:30**

