

SEARSPORT DISTRICT

HIGH SCHOOL

STUDENT HANDBOOK

2003-04

NONDISCRIMINATION

File: AC

MSAD #56 does not discriminate on the basis of race, age, religion, color, national origin, sex, sexual orientation, mental and/or physical disability in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Sharon Goguen
Director of Special Services
MSAD #56
30 Mortland Road
Searsport, Maine 04974
(207) 548-2312

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, S. W. McCormack POCH Room 222, Boston, MA 02109-4557.

A copy of MSAD #56's Affirmative Action Plan is available to any interested employee, student, or parent of a student. Copies of the plan are available in the school library, the principal's office, and the superintendent's office.

ADOPTED: April 8, 1986

REVISED: May 5, 1998

NOTICE PARENT/STUDENT RIGHTS

File: AC-A

(Section 504 of the Rehabilitation Act of 1973)

The following is a description of the rights granted by the Rehabilitation Act (Section 504) to students identified as disabled under that law. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her ability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice from the school with respect to identification, evaluation, educational program or placement of your child or the filing of a due process hearing;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations necessary for your child to benefit from his or her educational program;

5. Have your child educated in comparable facilities and receive comparable services to those provided non-disabled students;
6. Have your child receive special education and related services if your child is found to be eligible under the Individuals with Disabilities Education Act;
7. Have evaluation, educational, and placement decisions based upon a variety of information sources, and by persons familiar with the student, the evaluation data, and placement options;
8. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;

9. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;

10. A response from the school district to reasonable requests for explanations and interpretations of your child's records;

11. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;

12. File a grievance through local grievance procedures, file a complaint with the federal office for Civil Rights, or request an impartial hearing on decisions or actions

You and the student may take part in the hearing and have an attorney represent you. Questions about how to request a hearing may be forwarded to the Director of Special Services;

13. Have the decisions made by hearing officers or others reviewed in state or federal court;

14. Information concerning low-cost or free legal counsel.

The person in this district who is responsible for ensuring that the district complies with Section 504 is:

The Director of Special Services
Telephone: 548-2312

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

ADOPTED: May 10, 1994

**NOTICE OF PROGRAM ACCESSIBILITY
FOR PERSONS WITH DISABILITIES
File: AC-B**

All programs or activities offered by M.S.A.D. #56 when viewed in their entirety shall be readily accessible to individuals with disabilities. Information relating to the existence and location of services, activities, and facilities that are accessible to and useable by individuals with disabilities can be obtained by contacting the ADA/504 Compliance Coordinator whose name, address, and telephone number is listed below:

Director of Special Services
Sharon Goguen
30 Mortland Road
Searsport, Maine 04974
(207) 548-2312

Individuals who need auxiliary aids for effective communication in programs and services are invited to make their needs and preferences known to the ADA/504 Compliance Coordinator.

This notice is available in large print and on audio tape from the ADA/504 Compliance Coordinator.

ADOPTED: May 10, 1994

**MODIFICATIONS OF POLICIES/PRACTICES
FOR INDIVIDUALS WITH DISABILITIES
File: AC-C**

M.S.A.D. #56 declares that it will provide reasonable modifications in the implementations of its policies and practices for students with identified disabilities when considered necessary for the student to benefit from his or her educational program.

M.S.A.D. #56 also declares that it will provide reasonable modifications in the implementation of its policies and practices for employees or members of the public with identified disabilities when considered necessary for the employee or member of the public to access a service or benefit otherwise available to that person.

Questions about this policy should be addressed to the ADA/504 compliance coordinator, Sharon Goguen, Searsport Elementary School, 30 Mortland Road, Searsport, Maine 04974, 548-2312

ADOPTED: May 10, 1994

BILL OF RIGHTS

Administration, faculty, and students hereby decree that all members of the school community have the following rights: the right to be safe; the right to develop to one's full potential; the right to the best learning environment; and the right to be respected. Respectful behavior includes: use of appropriate language to all; observing an individual's privacy; and recognition of an individual's personal property and personal space.

INCLUSIVE VISION STATEMENT

File : IGBAD

We recognize and value that all students* have diverse and varied abilities that contribute to the school and community.

Students have a right to learn in a climate of acceptance and collaboration with their primary membership in a regular classroom.

Inclusive classrooms acknowledge and provide for each student's emotional, physical, social, and intellectual strengths and needs.

Inclusive schools foster ownership for the education of each individual by all students, parents, staff, and community members.

*student is defined as a lifelong learner

ADOPTED: June 13, 1995

SCHOOL SONG

Three cheers for Searsport High School

For it's alright

Keep the colors flying

For the blue and white

FIGHT! FIGHT! FIGHT!

Show the other schools

What we can do

Hooray for Searsport High School

For we'll break through

ALRIGHT!

ABSENCES

Parents, if your child is absent from school, we will be calling you to find out why your child is not in school. We will not be calling until after 9:00 a.m., so if you are aware that your child will not be coming to school because he/she is ill or has an appointment, please help by calling the office (548-2313) before 9:00 a.m. Thank you for your help with this.

ACADEMICS - ADD/DROP POLICY

Any student wishing to add, drop, or change one course for another, must do so through the Guidance Office after consultation with the guidance counselor. An add/drop period

is scheduled at the beginning of each semester to allow students the opportunity to make any necessary adjustments to their schedules. The period is normally the first two weeks of the semester. After the add/drop period an official request for schedule change must be completed requiring teachers, advisors, and parent approval. In any case, the student cannot drop below 6 credits.

* A student who drops a course during the add/drop period will receive no grade and the

dropped course will not appear on the transcript.

* A student who changes their schedule after the add/drop period and adds another course

in the same subject area, will carry the grade already earned before the change.

* A student who drops a course after the add/drop period will receive either a withdraw

pass or a withdraw fail on their transcripts, and the quarter grades previously earned.

* A student may not drop a course in the last two weeks of a quarter.

No student will be considered to be added to, or dropped from a course, until the schedule change request form is completed and returned to the Guidance Office. The teacher and student are formally notified of the change by the Guidance office. Students are to attend previously scheduled classes until the change is official. Check in with the Guidance Office for the time line.

ACADEMICS - EARLY GRADUATION

Searsport District High School strongly encourages all students to take advantage of the full four year program offered. However, in rare instances we understand some students desire to graduate early. If a student wishes to graduate early, he/she must complete all credit requirements outlined in the Course Description Handbook before receiving their high school diploma at the end of their third year.

A student wishing to be considered for the Early Graduation option must start planning early with notification to the Guidance Counselor. *Before registration for the third year (Junior year), the student and parent/guardian must complete the early graduation request form.* After notification, the student and parent/guardian will have a conference with the principal.

The student will be awarded a high school diploma at the conclusion of the student's Junior year if all courses and requirements are successfully completed, and the student and parent/guardian agree the graduation is appropriate at that time.

ACADEMICS - ELIGIBILITY

Students at SDHS must remain academically eligible in order to participate in co-curricular activities. Please refer to Interscholastic Athletic Policy JJIC located on pages 41-43 of this handbook. A grade of "I" (incomplete) is a non passing grade for the purposes of establishing eligibility. If the incomplete is the result of outstanding work due to an approved planned trip or an illness, and the student was passing prior to the trip/illness, the administration may rule the student to be eligible.

ACADEMICS - GRADUATION REQUIREMENTS

The Board of Directors has established

requirements for graduation from Searsport District High School. Please refer to Graduation Requirements Policy IKF located on page 31 of this handbook. Students must earn a minimum total of 24 credits to receive a diploma. Students/Parents should refer to the Course Description Handbook for requirements or contact the Guidance Office. A portfolio is also a graduation requirement. This is handled through the student's advisory group.

ACADEMICS - INDEPENDENT STUDY

Independent Study is available for special situations. Students wishing to pursue an independent course of study must contact the sponsoring teacher and Guidance Counselor. Ms. Gregory, in PARC, can also be contacted regarding independent study.

ACADEMICS - REGISTRATION

High school course registration occurs during the spring and is managed by the Guidance Office. Every attempt will be made to schedule students' first choices whenever possible. Information regarding courses, requirements, and the scheduling process may be found in the Course Description Handbook.

ACADEMIC ACHIEVEMENT - GRADES

Grades are recorded and mailed home four times each year according to the district calendar. The final grade report will be held in the office for any student who owes money, or who has not returned school-owned items. A letter detailing this information will be sent home.

THE FINAL GRADE FOR THE YEAR WILL BE THE AVERAGE OF THE TWO SEMESTER GRADES.

GRADE SCALE

93-100=A

85-92=B

77-84=C

70-76=D

Below 70=F

I=Incomplete

ACADEMIC ACHIEVEMENT - HONOR ROLL

Honor roll standing is determined by the ranking period subject grades issued on the report cards. Honor rolls will be released to the public after each ranking period.

*High Honors: all grades above 92.

*Honors: all grades above 84.

*Honorable Mention: cumulative average of 85; with only one grade lower than 85 and above a 76.

NO INCOMPLETES ARE ALLOWED.

ALL GRADES ARE INCLUDED IN DETERMINING HONOR ROLL STATUS EXCEPT DRIVER EDUCATION.

ACADEMIC ACHIEVEMENT - PROGRESS REPORTS

Progress reports will be mailed home four times each year at the half way point of each quarter according to the district calendar. Parents wishing to conference may contact the school indicating available times and the teachers with whom they wish to meet.

ACCIDENT REPORT

Any accident, especially with injury, is to be reported to the main office immediately. A school accident and injury report form is to be completed in the case of an injury.

ACTIVITIES

Searsport District High School sponsors many co-curricular activities for the student body. They include interscholastic athletic and non-athletic activities, and club activities.

Athletic

School sponsored athletics include: Varsity Boys and Girls Soccer, Varsity and JV Boys and Girls Basketball, Varsity Boys Baseball, Varsity Girls Softball.

ALL STUDENTS MUST HAVE A PHYSICAL EXAMINATION WITHIN ONE YEAR OF THE ACTIVITY IN ORDER TO PARTICIPATE IN ATHLETIC

Please refer to Interscholastic Athletic Philosophy Policy JJIB located on page 43 of this handbook.

Clubs

Drama, Chess Team, Golf, National Honor Society, National Junior Honor Society, Track & Cross Country, Cheerleading.

Dances

School dances are closed events (nonpublic) and are scheduled with the approval of the administration. **Only SDHS students** and their guests **may attend high school dances**. Guests must be registered with the principal at least 24 hours before the activity. The administration reserves the right to deny admission to any student or guest.

ALL DANCES have a time limit of 3 hours and must end by 11:00 p.m., except the Prom which must end by midnight. Doors will close one hour after the start of the event with no students admitted afterward except by permission of the head supervisor. Students who leave the activity will not be readmitted without permission of the head supervisor.

Arrangements for all dances must be completed at least one week in advance. Any music group appearing at SDHS for profit must sign a contract. The faculty advisor and administration must approve all expenditures in advance of the activity. The class/organization sponsoring the dance must secure and pay for a police officer to be present during the dance.

ANNOUNCEMENTS/PLEDGE OF ALLEGIANCE

All announcements (printed on the daily attendance sheet) must be submitted to the main office prior to 7:30 a.m. on an announcement form and signed by a staff member. The Pledge of Allegiance will be broadcast over the public address system daily at the start of school. Students and staff are expected to show appropriate respect during the Pledge of Allegiance. Please refer to Observance of the Flag Policy IMDA located on page 44 of this handbook. The administration reserves the right to review the content of all announcements and who shall have access to the P.A. equipment.

ATTENDANCE

Absence from school for either part or all of a class or day, including tardiness and dismissals, will be excused provided it complies with State of Maine Law. Absence can **ONLY** be excused for: **PERSONAL ILLNESS; APPOINTMENTS WITH A HEALTH PROFESSIONAL THAT CANNOT BE MADE OUTSIDE OF THE SCHOOL DAY; OBSERVANCE OF A RECOGNIZED RELIGIOUS HOLIDAY WHEN THE OBSERVANCE OCCURS DURING THE SCHOOL DAY; EMERGENCY FAMILY SITUATIONS; OR PLANNED ABSENCE FOR A PERSONAL OR EDUCATIONAL PURPOSE WHICH HAS BEEN APPROVED IN ADVANCE BY THE ADMINISTRATION.** (Prior notification by the parent is required.) The school reserves the right to act on the validity of any student absence and to contact health professionals to verify appointments.

The school **WILL NOT** accept excuses for absence from students who are eighteen years of age unless documentation is provided that they are no longer under the supervision of their parents/guardians. Any unexcused absence **WILL RESULT IN LOSS OF GRADE WITH NO OPPORTUNITY FOR MAKE-UP.**

Students who are absent from school must immediately report to the main office for an admit slip. Excused, admit and dismissal slips will be issued **ONLY** after a parent telephones the main office or sends a note with their student. Students should not be released from classes to obtain admit slips during the day. Students have the sole responsibility for obtaining admit slips and producing them as required.

Field trips are authorized release from classes. Students are expected to produce work that is due on time and to secure assignments for the next day. Students who are unexcusably absent for any part of the school day will not be eligible to participate in any co-curricular activity that day.

REGULAR ATTENDANCE IS CRUCIAL! ATTENDANCE WILL COUNT FOR 20% OF A COURSE GRADE. A detailed typed course syllabus will be handed out to students. Students should keep a copy of the syllabus in the front of their class notebook. Each class syllabus will contain the following information.

- *Course name and teacher's name.
- *Class meeting times.
- *Text and other required books, etc.
- *Type and frequency of tests/quizzes.
- *Research papers/reports/etc.
- *Homework policy.
- *Coursework make-up policy/retake policy.
- *Class participation policy.
- *Absence/attendance policy; 20% of the student's grade will be based on

attendance.

- *Skeletal course outline.
- *Detailed accounting of how quarter/semester/year grade is to be computed.
- *Student/Parent signature page - returned to teacher.

Please take the time to carefully read every course syllabus your child will bring home for your signature. The teacher grading procedures including how attendance is counted is a part of each syllabus.

BEHAVIOR CODE

During the 2002-2003 school year, an action group comprised of administration, teachers, students, parents, and community members came together to start work on a Code of Conduct. They established a group of six values on which MSAD #56 behavior code would be based. These are: **respect, honesty, fairness, compassion, responsibility, and courage**. Work on this Code of Conduct will continue in the 2003-2004 school year, and anyone interested in participating should contact the high school's main office. School officials may employ various responses to infractions of school/district rules including student conferences, parent conferences, counseling, after-school sessions including detention, restriction from classes either on an internal or external basis, or expulsion by the Board of Directors. Please refer to Comprehensive Discipline Program/Discipline Ladder located on pages 56-57 of this handbook.

BEHAVIOR - DETENTION RULES

Students may be required by staff or administration to remain after school for the purpose of completing academic work, academic/behavioral counseling, or detention. Students required to remain after school shall be given twenty-four hours notice in order to arrange for transportation. A late bus will be available to students on Monday, Wednesday and Thursday. There is **no** Friday late bus. A late bus slip must be given to the student by the staff person they are staying with and be signed by the high school office to be able to ride the late bus.

THE RULES FOR DETENTION ARE AS FOLLOWS:

1. Office assigned detentions will not be held on Tuesdays or Fridays.
2. Students are to be seated by the detention bell at 2:10 p.m. with no admittance after this time.
3. Students must be dismissed by the supervisor.
4. Students must come prepared with study materials or to perform service to the school.
5. After school detention is dismissed at 2:55 p.m.
6. **NO activity supercedes detention!**

BEHAVIOR - RESTRICTION FROM CLASSES

The school administration retains the authority to assign students to restriction from classes for a period of time not to exceed ten(10) school days per violation. Restriction from classes may be either internal (in-school suspension) or external (out-of-school suspension).

Students on out-of-school suspension are not permitted on school grounds without the express permission of the administration for the duration of the suspension including any weekends or holidays. Students violating this policy will be subject to a charge of trespass. **ALL VIOLATIONS OF THE BEHAVIOR GUIDE WILL BE RECORDED ON DISCIPLINE NOTICE FORMS. A COPY WILL BE SENT HOME AND ANOTHER COPY WILL BE KEPT ON FILE IN THE OFFICE.**

Students are not to be in the building after 2:10 p.m. unless they are participating in a co-curricular activity that is being directly supervised by a staff member, have an appointment with a staff member, or are sanctioned by a staff member to be using the library, or are serving detention. Please refer to Student Suspensions located on pages 22-23 of this handbook.

BELL SCHEDULE

The high school day begins at 7:34 a.m. and ends at 2:06 p.m. It consists of eight blocks organized over two days. Passing time/breaks are scheduled between each block. A complete bell schedule will be posted each year throughout the building. A copy of the bell schedule is located at the beginning of this handbook.(iiii)

BOMB THREATS

The M.S.A.D. #56 school community believes that students and staff are entitled to learn and work in a school environment free of violence, threats, and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten expectations and applicable state and federal laws.

Student making a bomb threat will be subject to disciplinary procedures to include: mandatory 10-day out of school suspension, expulsion hearing with a recommendation for a calendar year expulsion and report to authorities for violation of Maine Criminal Code for terrorizing which may result in incarceration and/or fines or restitution. Please refer to Bomb Threats Policy EBCC located on page 60-63 of this handbook.

BULLYING

Bullying is most commonly defined as a student being exposed, repeatedly and over time, to intentional injury or discomfort inflicted by one or more other students. This may include physical contact, verbal assault, making obscene gestures, or facial expressions, and being intentionally excluded. Bullying implies an imbalance in power or strength in which one student is victimized by others. Students who engage in bullying shall be subject to disciplinary action.

CARE OF BOOKS AND EQUIPMENT

Students are responsible for all school issued properties and books. Replacement costs will be assessed for any items that are marked, marred, damaged, broken, or lost. Materials may not be reissued until restitution is made for all losses. Assessment for lost and damaged books will be established by the classroom teacher.

CHEATING

Cases of cheating (giving or receiving information on anything to be evaluated as the student's own work and to count toward the student's grade; i.e., quizzes, exams, reports, compositions, homework, term papers, and projects) will result in a grade of 0 with no make up. A Discipline Notice form will be sent home. Additional incidents of cheating will receive progressive punishment.

CHEMICAL HEALTH

Students are not permitted to possess, use or distribute any form of illegal or look-alike chemical, drug or drug paraphernalia on school grounds or at school events regardless of where they are held. Please refer to Chemical Health Policy JFCI located on pages 28-30 of this handbook. All district schools and grounds are a tobacco-free zones.

CHILD FIND

Do you know of a child with a handicap who is not in school? Or a young child (0-5) who is handicapped and in need of services?

M.S.A.D. #56 is obligated by state law to find unserved handicapped children within the district. The handicap might be physical, emotional, or mental; there might be a problem with vision, hearing or speech.

Once the children are identified, the information can be used for instructional planning to meet their needs when they enter school and to help families find necessary pre-school services.

The person to call with information about a child you may know is:

Sharon Goguen
Director of Special Services
M.S.A.D. #56
Searsport, Maine 04974
TELEPHONE: 548-2312

MSAD #56 8/90

CLOSED CAMPUS

We operate a closed campus. **STUDENTS MUST STAY ON THE SCHOOL GROUNDS FROM THE TIME THEY ARRIVE UNTIL DISMISSAL** or until they are picked up by the bus. Any student leaving the school grounds after arrival at school must first have the permission of the administration. If parents/guardians wish their child to leave school during the day, it should be requested by telephone, with the reason stated, at the start of the school day. Therefore, students who arrive at school, whose parents believe are in attendance, and subsequently leave without permission are deemed truant and subject to school discipline. Please note that students are to bring a lunch or eat cafeteria foods. Students **will not** be excused from school to get a lunch off campus. Also, when a student is brought to the school on a bus, that student must not leave the grounds, but must immediately enter the building. Students having permission to bring a private vehicle on campus must also immediately enter the school building upon arrival on school grounds. Students needing to go to their vehicle at any time during the school day must first receive permission from an administrator, or administrative assistant.

CUSTODY

A custodial parent/guardian who wishes the school to comply with provisions of a court order to restrict access to a child is responsible for providing a certified copy of such order to the school.

DISMISSALS

For the safety of your son/daughter dismissal will only be permitted to the parent(s), guardian(s), and the individual(s) granted permission on the Student's Emergency Card, or a phone call stating the individual and identification provided by the caller. However, the parent/guardian understands that it will not be possible to check every vehicle for rider associations. SDHS assumes no responsibility for students leaving school grounds without permission. Operators of motor vehicle's associated with any activity that endangers the safety or welfare of the students will be barred from school property.

DISPLAYS OF AFFECTION

School is a place of business and not a place for expressing feelings of a romantic nature. Hugging, kissing, and other displays of affection are inappropriate behaviors in a school setting. Please act appropriately during school and school related activities. Failure to comply will result in disciplinary action.

EMERGENCY INSTRUCTIONS

A public address announcement will be made, or the fire alarm will sound whenever an emergency arises when school is in session. All students and staff will leave the school immediately by walking in single file next to the wall on the right and proceeding to the designated exit. Corridors, doorways, and exits are to be kept clear at all times. The school is to be evacuated according to the following plan:

Fire Drill: Exit through the closest clear passage and assemble away from the building with your

teacher. Do not return until the all-clear signal has sounded.

Emergency Evacuation: An announcement will instruct you to exit the building and assemble at the Public Safety Building with your teacher.

Remember:

_____ If an exit is blocked, then proceed to the next closest emergency exit.

_____ **STUDENTS ARE NOT TO GATHER THEIR BELONGINGS, OR GO TO THEIR LOCKERS. THEY ARE NOT TO GO TO THEIR VEHICLES, OR REMOVE THEM FROM SCHOOL PROPERTY UNTIL GIVEN PERMISSION TO DO SO.**

_____ **ALL** school policies, rules and regulations will remain in effect at the evacuation site.

_____ **STUDENTS AND STAFF** are to remember that they are in buildings used for special purposes and to treat all areas and equipment with care and respect.

_____ **DO NOT RE-ENTER THE BUILDING FOR ANY REASON ONCE THE EVACUATION HAS BEGUN!**

FINANCES

Financial transactions for student activity accounts must be completed in the office with the school secretary. A money receipt form must accompany any monies given to the office. A receipt is issued for all deposits. Charging is not permitted without administrative permission. Approved purchases or reimbursements, must be verified by a receipt. Expenses incurred by school organizations are their responsibility. All accounts must be kept **“IN THE BLACK”**. All fund-raising activities must receive approval of the administration.

FITNESS ROOM PROCEDURES & RULES/PARENTAL PERMISSION AGREEMENT

It is a privilege and not a right to use the Fitness Room. Please follow all procedures and rules carefully to insure your safety and continued use of this facility. Please refer to Fitness Room Procedures & Rules and a Parental Permission Agreement located on pages 67-68 of this handbook.

GRADUATION

ONLY students who have successfully completed the requirements for a SDHS diploma will be permitted to participate in commencement exercises. Notification will be made to both students and their parents/guardians when it appears that such participation is in jeopardy. Notification may be at any time, including the day of the ceremony.

HARASSMENT

MSAD #56 is committed to the prevention of harassment based on sex, race, color, national origin, religion, age, disability, or sexual orientation. Policy ACA has been developed to ensure that the educational opportunities of all students, and the employment conditions of all employees, are not threatened or limited by such harassment, and to ensure that individuals are free to work, learn and develop in an atmosphere free from intimidation, humiliation, hostility and offensiveness. Please refer to Harassment Policy ACA located on pages 32-36 of this handbook.

HAZING

Maine statute defines injurious hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school.” Please refer to Hazing Policy JFCF located on page 37 of this handbook.

HEALTH AND SAFETY

Vision and hearing tests are available to students as needed. Parents will be notified of any weaknesses that are detected. Every effort will be made to contact parents/guardians whenever students are involved in an emergency, illness, or accident. The administration will choose the best course of action available to it in the event that contact cannot be made including transportation to healthcare facilities. Any expenses incurred will be the responsibility of the parents/guardians or the students themselves.

First aid materials are available throughout the school. Aspirin **will not** be provided for students. Students may keep their own medication. However, the necessity for long term courses of prescribed medication must be made known to the main office staff.

HEALTH CURRICULUM

The Education Reform Act of 1984 mandates a comprehensive K-12 Health Curriculum for all students in the State of Maine. This curriculum must include instruction in ten different areas. The areas include community health, consumer health, environmental health, personal health, nutritional health, family life education, growth and development, prevention and control of diseases, safety and accident prevention, and substance use and abuse.

The current health curriculum was adopted by the Board of Directors in 1991. The health topics are integrated into other curriculum areas in the elementary schools. Middle and High School students take regularly scheduled courses in health.

Some topics included in this curriculum which affect the mental and physical health and safety of students and the community can be controversial in nature. They include sex education, AIDS and other sexually transmitted diseases, birth control, adoption, abortion, parenting, and child abuse. These topics are put into the context of the grade level and age of the students. All student questions are answered in an honest and forthright manner suitable for their age. From time to time guest speakers may be scheduled as additions to the curriculum to address various topics.

If you would like to know more about the health curriculum, please call the Health Instructor, Ms. Kristin Tripp, at Searsport District High School(548-2313).

Health Curriculum Updated in 2002-2003 school year.

HOMEWORK

Students may not be able to complete all assigned work during class making it necessary to do so outside of class. All students are expected to be prompt with assignments and to present homework in accordance with faculty requirements. Please refer to Homework Policy IKB and Homework Procedures IKB-R located on pages 38-40 of this handbook.

IMMUNIZATION POLICY

File: JLCB

All students who enroll in MSAD #56 schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella, and varicella (chicken pox).

Non-immunized students shall not be permitted to attend school unless one of the following conditions are met:

1. The parent(s)/guardians(s) provide to the school written assurance that the child will be immunized within 90 days of enrolling in school or his/her first attendance in classes, whichever date is earlier. This option is available only once to each student during their school career; or
2. The parent(s)/guardian(s) provide a physician's written statement each year that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation); or
3. The parent(s)/guardian(s) state in writing each year that immunization is contrary to their sincere religious or philosophical beliefs.

The Superintendent shall exclude from school and school activities any non-immunized student when there is a clear danger to the health of others as provided by law.

The Superintendent/designee is directed to develop such administrative procedures as are necessary to carry out this policy and comply with statutory requirements.

LEGAL REFERENCE: 20-A MRSA 6352-6359 Ch. 126, Me Dept. Of Ed. Rules

CROSS REFERENCE: JRA, Student Educational Records

ADOPTED: January 10, 1995

REVISED: July 8, 2003

LATE BUS

A late bus is provided for SDHS students Monday through Thursday. Students staying after school for extra help from teachers, supervised student activities with the permission of the adult in charge, or detention may ride the bus home. This service is made available by having our students ride elementary buses home once the elementary schools dismiss. Because of the age discrepancy between students, it is especially important that the conduct of our high school students be exemplary. Any misconduct on the late bus will result in more severe consequences than would be the case on a normal high school run. **First Offense:** suspension from late bus for 30 school days. **Second Offense:** suspension from late bus for remainder of year. A late bus bell will sound notifying students of bus pick up at 2:53 p.m. Students need to be prepared to board the late bus at 2:55 p.m. at the curb outside the middle school entrance. A **late bus pass** issued by the supervising adult must be signed and given to any student who wants to ride the late bus home.

LIBRARY-MEDIA CENTER

Students attending SDHS should make themselves familiar with the resources of the school media center. The librarian is available to assist in the use of the facilities, search for information, and assist in obtaining books and materials for students from other libraries. The responsibility for the care and safe return in good condition of all materials rests with the students to whom they were issued. Students should carefully read and follow the Student Computer and Internet Use Rules. (IJNDB-R) located on pages 19-21 of this handbook.

LOCKERS

Lockers are school property assigned to students for their use and may be inspected by the school administration whenever deemed necessary. **NO** materials are to be attached to the outside of lockers and any materials attached to the inside are to be removed at the end of the year. Hall lockers are issued by the office for storage of academic materials and clothing. Locker-room lockers and combination locks are issued by the coaching staff for storage of gym and team clothing. This clothing should be washed frequently. Valuables are **NOT** to be left in any locker. These items are to be turned over to a supervisor or to the office for safe keeping until the activity or school day is over. Once a student is assigned a locker they are not allowed to switch lockers with out permission from the high school office.

LUNCH

Lunch, a la carte entrees, and several kinds of milk are available at school and may be purchased in the cafetorium. Applications for free & reduced lunch may be completed at any time during the school year.

MAKE UP OF ACADEMIC WORK

Students are responsible for arranging with their instructors to complete all missing work due to absence immediately upon returning to school. An excused admit slip must be obtained from the office first. **STUDENTS WHO HAVE A SLIP MARKED UNEXCUSED WILL RECEIVE A GRADE OF 0 FOR ALL WORK DUE THE DAY OF ABSENCE. STUDENTS HAVING SLIPS MARKED EXCUSED, WILL HAVE TIME TO MAKE UP WORK ASSIGNED DURING THE ABSENCE ACCORDING TO THE FOLLOWING SCHEDULE: 1-2 DAYS, 1 DAY; 3-4 DAYS, 2 DAYS; 5-6 DAYS, 3 DAYS; ETC. PREASSIGNED WORK DUE THE DAY OF AN EXCUSED ABSENCE IS TO BE PRESENTED UPON THE STUDENT'S RETURN, AS WELL AS COMPLETING ANY TESTS SCHEDULED FOR THE EXCUSED ABSENCE DATE(S).** Students who schedule family vacation time when school is in session are encouraged to work ahead in all subjects. Vacation time is excused as outlined under **Attendance** and all make-up work will be according to the above schedule.

MILITARY AND COLLEGE RECRUITING

School units that receive federal funds must provide, upon request by military recruiters or institutions of higher education, access to secondary school student names, addresses and telephone listings. Exception: Notification of said rule by school to parents not to release the student information except with prior written parental consent. **(See parent/student handbook signature form located on page 70 of this handbook).**

MOTOR VEHICLE OPERATOR PRIVILEGES

All students must register their vehicle and get a parking permit in the main office. This permit needs to be in view while the vehicle is in the SDHS student parking lot (either on the rear view mirror, taped in a lower corner of the windshield, or placed on the dashboard). Students motor vehicles (cars, trucks, motorcycles) are to be parked in the last three rows of the front lot **ONLY**. The speed limit on and around school grounds is a maximum of fifteen miles per hour. **DO NOT PASS SCHOOL BUSES WITH FLASHING RED LIGHTS.** Students are not to be in motor vehicles during the school day or to move them without office permission. Snowmobiles, minibikes, and ATV's are not permitted on school property.

Students attending the Waldo County Technical Center are required to use District transportation to the center. Exceptions are: transporting projects home that will not fit on the bus, using a vehicle as part of a class, or situations in which the student may need transportation alternatives. **THE USE OF A PRIVATE VEHICLE FOR TRANSPORTATION TO WCTC REQUIRES WRITTEN PERMISSION IN ADVANCE FROM BOTH THE WCTC DIRECTOR AND BUILDING PRINCIPAL UPON REQUEST FROM THE PARENT. NO DRIVER IS TO TRANSPORT PASSENGERS TO OR FROM WCTC.** Students and parents/guardians are reminded that student vehicles parked on school property are subject to routine checks and searches.

NO SCHOOL POLICY

District schools will be in session unless weather conditions prevent the busses from transporting students. Parents must use their discretion regarding sending students to school when weather conditions are questionable. Announcements for the cancellation of district schools will be made over the following radio and TV stations: WZON, Kiss (94.5), Q106, FOX (104.7), and Channel 2 STORM CENTER. The district may also have a 1 hour delay. Please do not drop off students at the high school until 8:10. No school activities will be scheduled on those days that school is canceled with the exception of Commencement activities.

PAGERS, CELL PHONES, ETC.

Personal communication devices (**pagers, cell phones, etc.**) are not allowed to be used at SDHS. If you need to be contacted during the school day, your message will be processed through the main office.

PASSES

Students are to obtain passes from staff whenever it is necessary to leave an assigned area. Students should plan to obtain necessary materials for classes and to use bathrooms during passing times and lunch. All movement in the hallway is to be quiet and orderly with no loud noise, pushing, or running. Sitting or blocking a corridor or stairs is not permitted.

PESTICIDE APPLICATION

There is a notice advising the parents/guardians, and staff that a school integrated pest management policy exists and where it may be reviewed. Please see this notice located on pages 65-66 of this handbook.

PHYSICAL EDUCATION

ALL students must take a course that meets a physical education requirement, and obtain the credit needed for graduation. Good health habits call for ALL students to change for class and shower before returning to the rest of the school day.

REFERRAL PROCESS FOR SPECIAL EDUCATION

1. INITIAL SCHOOL STAFF REFERRALS

Students about whom professional employees have concern(s) that the student may have a disability that could require special education intervention will be referred to the PET through the prereferral process unless the student is in crisis (injury, illness, onset of severe, sudden mental/emotional problems). Students in crisis will be immediately referred to the PET.

2. REFERRAL FROM SCREENING

A student who is screened out at kindergarten registration or who transfers to the district as an identified student will be referred immediately to the PET. If the student has an IEP it will be followed as closely as possible until the PET is held.

Transfer students who are not identified but whose records indicate some concern will be taken through the prereferral process.

3. **PARENT REFERRAL**

If parents suspect their child has a disability that could require special education intervention, they may refer their child by contacting their child's teacher, the building principal or the Special Services Office at 548-2312. Parents will be encouraged to follow the prereferral process in cooperation with their child's teacher(s) whenever feasible.

Parents may request an immediate referral but will also be asked to complete prereferral checklist.

4. **REFERRAL BY OTHERS**

Individuals, agency representatives or preschool coordination site personnel with knowledge of a student may make a referral by contacting the Director of Special Services. They may be required to participate in the prereferral process in coordination with the student's teacher(s), depending on the nature of the referral (Refer to #1)

SCHOLARSHIPS

Information on scholarships, grants, and financial aid is available in the Guidance Office.

SELECTIVES

On Tuesdays and Thursdays every student chooses an activity in which to participate during the half hour when they are not eating lunch. These activities, known as selectives, are not for grades or academic credit and range from various types of physical activities to crafts and artistic endeavors to student leadership and advocacy groups to offerings that aid with academic preparedness. Students sign up for selectives during the first few days of school. The dean of students is in charge of the scheduling. Any student who wants to change a selective must talk to the adult who is running the activity as well as the dean.

SERVICE LEARNING

Searsport District High School has a graduation requirement of 16 hours of volunteer service learning. Please see Volunteer Service Learning form located on page 50 of this handbook.

SKATEBOARDS

Skateboards and other equipment deemed disruptive or unsafe are prohibited on school property.

STUDENT APPEARANCE

There is a relationship between good dress habits and proper school behavior. How one looks is often how one feels. Any type of attire/accessories/body piercing(s), which in the judgement of the administration is offensive, sexually suggestive, in opposition to generally accepted social norms, unsafe, or promotes illegal activity is unacceptable. Examples of unacceptable clothing include, but are not limited to: Coed-Naked shirts, tops with spaghetti straps, belly shirts, short shorts or mini skirts, low cut pants worn low so that boxers or underwear are exposed, or clothing that contains logos or ads for alcohol or tobacco products. Students wearing such clothes will be asked to cover it, or change into something appropriate. If this is not possible, students will be asked to go home (**WITH PARENTAL KNOWLEDGE ONLY**). Students are also reminded that headgear (caps, hoods, visors, bandanas, etc.) are not to be worn in the school building. Thank you in advance for your cooperation in contributing to a positive learning environment!

STUDENT COMPUTER AND INTERNET USE

File: IJNDB

MSAD #56 provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The Board 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 schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

Student use of school 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 MSAD #56 computers remain under the control, custody and supervision of MSAD #56. MSAD #56 reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise student use of the Internet, MSAD #56 cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school, in violation of Board policies/procedures and school rules. MSAD #56 is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student is allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgment (IJNDB-E). The signed acknowledgment will be retained by the school.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board 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 the MSAD #56 computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

ADOPTED: June 10, 1997

REVISED: February 13, 2001

STUDENT COMPUTER AND INTERNET USE RULES
File: IJNDB-R

These rules implement Board policy IJNDB - Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with Board policy IJNDB and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

A. Computer Use is a Privilege, Not A Right

Student use of MSAD #56 computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

The building principal shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Student access to MSAD #56's computers, networks and Internet services are provided for educational purposes and research consistent with MSAD #56's educational mission, curriculum and instructional goals.

The same rules and expectations govern student use of computers as apply to other student conduct and communications.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing MSAD #56's computers, networks and Internet services.

C. Prohibited Use

The user is responsible for his/her actions and activities involving MSAD #56's computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

1. **Accessing Inappropriate Materials** - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. **Illegal Activities** - Using MSAD #56's computers, networks and Internet services for any illegal activity or activity that violates other Board policies, procedures and/or school rules;

3. **Violating Copyrights** - Copying or downloading copyrighted materials without the owner's permission;
4. **Plagiarism** - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.) When Internet sources are used in student work, the author, publisher and Web site must be identified;
5. **Copying Software** - Copying or downloading software without the express authorization of the appropriate administrator;
6. **Non-School-Related Uses** - Using MSAD #56's computers, networks and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
7. **Misuse of Passwords/Unauthorized Access** - Sharing passwords, using other users' passwords without permission and/or accessing others user's accounts;
8. **Malicious Use/Vandalism** - Any malicious use, disruption or harm to MSAD #56's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
9. **Unauthorized Access to Chat Rooms/News Groups** - Accessing chat rooms or news groups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

MSAD #56 retains control, custody and supervision of all computers, networks and Internet services owned or leased by MSAD #56. MSAD #56 reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating MSAD #56 for any losses, costs or damages incurred by the school related to violations of policy IJNDB and/or these rules, including investigation of violations.

F. MSAD #56 Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

MSAD #56 assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

G. Student Security

A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people

they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

H. System Security

The security of the MSAD #56's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the appropriate administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

I. Parental Permission Required

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgment Form (IJNDB- E) before being allowed to use school computers
ADOPTED: February 13, 2001

STUDENT COMPUTER AND INTERNET USE: SCHOOL BASED RULES

The following list, while not exhaustive, serves as some basic guidelines when using a school computer:

1. No instant messaging of any kind.
 2. No personal communication, including but not limited to: e mail for personal use; no use of communication programs (sending or receiving of messages) unless directly fulfilling a class assignment or a school sponsored program. Every student should have permission from a teacher/adult school sponsor and the librarian when using a library computer for such use.
 3. No games unless a student has teacher permission and the “game” is related to school programming. This includes games that have come loaded onto the machines. If in the library, the student also needs permission from the librarian.
 4. No downloading of songs, games, etc...
 5. No altering of the desktop that is already loaded onto the computer.
- If this happens for some reason by mistake, let the adult in charge know immediately.

Breaking any of these or other rules will be dealt with on a case by case basis, but the discipline can escalate to include complete suspension of computer access, school suspensions, and other appropriate discipline. Please see **DISCIPLINE LADDER** located on page 57 of this handbook.

STUDENT LEADERSHIP

High school students can play a major role in shaping their education by working in conjunction with staff and parents developing philosophy, procedures, curriculum, and activities. The vehicle that promotes this is Student Leadership. This group shall assume the responsibility for activities that promote the student body’s interests in all building operational decisions.

STUDENT PORTFOLIO

The Student Portfolio is a collection of student work that addresses and successfully meets the six Guiding Principles of the Maine Learning Results. Please see Guiding Principles located on page 59 of this handbook. The Student Portfolio requirement shall be a stand-

alone requirement with no credit attached (comparable to Student Learning Requirement). Successfully meeting the Guiding Principles means demonstration in a variety of content and extra/co-curricular activities. Student Portfolio goals are provided to Advisory Groups by the Portfolio Action team.

Class of 2004	Minimum of 16 entries
Class of 2005	Minimum of 20 entries
Class of 2006	Minimum of 20 entries

STUDENT RECORDS

Educational records must be sent to a school administrative unit to which a student applies for transfer. Prior consent of the parent or guardian is not required. Please refer to Notification of Rights Under FERPA Policy JRA-E located on page 51-53 of this handbook.

STUDENT SEARCHES

Addendum: Student's refusal to comply with the administrative request will result in the enforcement of the suspected infraction's consequence(s).

Please refer to Searchers of Students Policies JIH, JIH-R, JIH-E located on pages 45-49 of this handbook.

STUDENT SUPPORT SERVICES

Crisis Intervention Team

The C.I.T.'s focus is on suicide prevention, education, and awareness for the school community. The team is also responsible for stabilizing the impact of any death in the school community regardless of cause, and providing assistance and resources to those in crisis.

Guidance and Counseling

Guidance and counseling services focus attention on awareness of individual interests, aptitudes, and abilities and seek to help the individual understand and attain his/her potential. Counselors are available to all students for conferences concerning educational, vocational, and personal issues. **ALL** new student registrations and changes in any student schedules must take place through the guidance office and will be processed **ONLY** after counseling with a counselor. Also, course changes or the dropping of a class will only be made after receiving parental/guardian permission. Students should feel free to make appointments with the counselor through the guidance secretary to talk about their academic progress, relations with others, and their future plans.

STUDENT SUSPENSIONS

(REQUIREMENTS FOR STUDENTS WHILE SUSPENDED FROM SCHOOL)

1. A suspension out of school shall not be implemented UNTIL the school administration has communicated with the student and parent/guardian. In the event that a parent/guardian can not be reached, a message may be left with a relative or other emergency contact person.
2. The communication of a suspension shall include the number of suspended days as well the start and stop dates. The suspension will be in force until the beginning of the day of

readmission. Holidays or weekends that may fall during the suspension period are not counted as days of suspension.

3. The number of days of suspension refer ONLY to those days that school is in session.

4. A student who has been suspended from school is encouraged to take all learning materials home and to contact classmates for assignments as they are given.

5. A student who has been suspended from school shall have an appropriate period of time to make up all missed work upon return from the suspension. Should a grading period end during the suspension, grade reports shall indicate an "T" for incomplete which shall be converted to a numerical grade upon completion of all work or the expiration of the make up period, whichever occurs first.

6. A student who has been suspended from school shall not participate in any school co-curricular activities or appear on MSAD #56 school property for the duration of the suspension, except with the express permission of the school administration. This ban shall apply to any holiday(s) or weekends that fall during the suspension period. Failure to comply with this requirement MAY result in a charge of criminal trespass.

STUDY HALL

Students having open periods in their schedules will be assigned to study hall. Study halls are regular class periods and all students assigned to them are subject to the school's attendance rules. Study hall is an opportunity for students to continue work begun in the classroom. Students assigned to study hall are responsible for bringing sufficient materials for the period and compliance with the following study hall rules.

1. Students should arrive in study hall on time; tardiness will have a consequence.
2. Students wishing to sign out to other areas should arrive in class with passes issued by the teachers in those areas. Exception: library browse passes.
3. Students wishing to sign out to other areas must be on time to study hall or their passes to those areas will not be honored.
4. Students wishing to go to other areas should also do the following:
 - a. sign out (including time and destination)
 - b. return before the end of study hall and present a pass from the teacher in that area
 - c. sign back in (including time)
5. Students will be allowed to use the bathroom on a limited basis. Suggested: one student at a time for most study halls.
6. Students will be allowed to play educational games such as chess. Cards and gambling

prohibited.

7. Personal listening devices (walkmans) are okay if kept on low volume and approved by study hall teacher.

TELEPHONE USAGE

The school telephones are for school functions. They are available to students **ONLY** in cases of emergency or for school related business. Toll calls for school related business require administrative approval. Students will be called to the office telephone from class **ONLY** when absolutely necessary. The school requires that communication regarding attendance be done on office telephones. Students are to use the pay telephone by the main office for all other business **DURING NON-CLASS TIME**. Provision for the necessary change is the responsibility of the student.

TOBACCO-FREE SCHOOLS

The Board of Directors has established all school buildings and grounds as a tobacco free zone for all students and community members during the school day as well as during extra-curricular events occurring after school. Please refer to Tobacco-Free Schools Policy ADC located on page 64 of this handbook.

TRANSPORTATION

Students wishing to use bus transportation must be ready in the morning to board the bus at the scheduled time and place. The bus driver cannot wait for those who are late. **ONLY** students regularly enrolled in MSAD #56 will be transported on district busses. Students who need to ride a different bus after school must have a note from their parents and then have that note counter-signed by an administrator. The office will not take phone calls from parents regarding their child taking another bus unless it is an emergency. **ONLY** participants and advisors of school activities may ride the bus on school trips. Please refer to Infractions of School Bus Rules (6-12) located on page 58 of this handbook.

(SCHOOL BUS SAFETY)

File: EEAE

In all cases, transportation provided shall conserve the comfort, safety and welfare of the pupils transported and shall be in charge of a responsible driver who shall have the control over the conduct of the pupils while they are being transported.

Pupils will not be discharged from a bus other than at the established bus stop or school unless the pupil has a note from a parent/guardian giving permission to get off the afternoon bus run at a different stop than their own to go to a babysitter, scout meeting or similar activity.

ADOPTED: April 8, 1986

REVISED: October 10, 2000

VIDEO CAMERAS ON SCHOOL BUSES

File: EEAEF

The M.S.A.D. #56 Board of Directors recognizes the school unit's responsibility to ensure the safety of staff and students on district transportation vehicles. In response to the need for discipline and safety, the M.S.A.D. #56 Board supports the use of video cameras on these

vehicles. Video cameras may be used to monitor student behavior during transport to and from school and extracurricular activities. Notice of the use of video cameras in district vehicles will be provided to students, parents, and staff on an annual basis. A notice of the presence of video equipment will be posted in each vehicle.

If incidents are reported or if a video reflects student misconduct which results in disciplinary action, parent/guardians will be notified and given an opportunity to view the tape of their child. All efforts will be made to ensure student privacy in these cases. Recordings used in disciplinary proceedings will be retained as part of the students disciplinary record. The video record will be maintained in the same manner and for the same duration as other such documentation.

The Superintendent will be responsible for the development of procedures for the review of video recordings made on district vehicles. These regulations will address the retention of video tapes, the security of equipment and recordings, the scheduling and placement of cameras on transportation vehicles, requests for viewing of video tapes and any necessary follow-up.

ADOPTED: July 14, 1998

VIDEO CAMERA USE ON SCHOOL VEHICLES ADMINISTRATIVE PROCEDURE

M.S.A.D. #56 will comply with all applicable state and federal laws related to video recordings. When determined by M.S.A.D. #56 and following state/federal regulations, such recordings will be considered for retention as a part of the student's behavioral record. Such records will also be subject to established district policies and procedures regarding confidential student records, including access, review, and release of such records.

NOTICE POSTINGS:

1. M.S.A.D. #56 will annually provide a copy of Video Camera Use on School Vehicles
= Administrative Procedure to students, parents, and staff.
2. The following notice will be placed on all school vehicles which transport district students:
"This bus is equipped with a video/audio monitoring system."

CAMERA USE:

1. Video cameras will be used on all school buses which are transporting students to and from school, curricular, co-curricular, and extra-curricular activities.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

VIEWING PROCEDURES:

1. The Director of Transportation, Superintendent, and/or school administrator may view recorded tapes when questions arise concerning a pertinent incident. The driver of a bus

- may review his/her tape when more information is needed to determine actual events that may have occurred in certain situations.
2. Parents/guardians will submit written requests for viewing any tape through the Director of Transportation or the Superintendent's Office. The written request will state the purpose of the request, and will relate to their child only. Only the portion of the video addressing the request, concerning a specific incident(s), will be made available. The actual viewing may be limited to a ten (10) second segment of the recording. All efforts will be made to ensure the privacy of other students riding district buses.
 3. Approval/denial of a request will be made in writing to the requesting individuals(s) within three (3) work days of receipt of said request. If the request is denied by either the Director of Transportation or the Superintendent, reasons will be given for the denial.
 4. Upon approval of the request for a tape viewing, an appointment will be made within three (3) work days of the approval. Viewing will be permitted at either the office of the Director of Transportation, the Superintendent's Office, or at the student's school office, or as required by law.
 5. Viewing of the tape will be done in the presence of the Director of Transportation and the student's building administrator.
 6. A written log will be maintained, to include:
 - A. The written request by the parent/guardian
 - B. The written response by the Director of Transportation and/or the Superintendent.
 - C. The date of the tape viewing, signatures of those present, the date of the recorded incident(s), identification of the vehicle in which the recording was made, the driver's name, and the tape itself.
 7. All video recordings will remain the property of M.S.A.D. #56 and will only be reproduced in accordance with state and federal regulations and M.S.A.D. #56 policies and procedures.

It is the intent of M.S.A.D. #56 to only use recording equipment to enhance the safe transport of its students while riding district vehicles. Disciplinary action may not be taken against any of its employees after review of any recordings.

VIDEO CAMERA USE ON SCHOOL PROPERTY

Video cameras are installed inside Searsport District High School and Middle School for the purpose of providing for a safe educational environment. The cameras will cover every hallway in the middle and high schools along with both the front and rear entrances and parking areas. They will not be in any room (classroom, bathroom, or other rooms). While disciplinary action may be taken based on a viewed or recorded incident, the camera's primary use is for the security and safety of all students and staff inside the two schools.

M.S.A.D. #56 will comply with all applicable state and federal laws related to video recordings. When determined by M.S.A.D. #56 and following state/federal regulations, such recordings will be considered for retention as a part of the student's behavioral record. Such records will also be subject to established district policies and procedures regarding confidential student records, including access, review, and release of such records.

CAMERA USE:

1. Video cameras are installed to monitor all hallways along with front and rear entrances and parking areas.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

VIEWING PROCEDURES:

1. The Superintendent and/or school administrator may view recorded tapes when questions arise concerning a pertinent incident. A teacher/staff member involved may review a tape when more information is needed to determine actual events that may have occurred in certain situations.
2. Parents/guardians will submit written requests for viewing any tape through high school/middle school administrators or Superintendent's Office. The written request will state the purpose of the request, and will relate to their child only. Only the portion of the video addressing the request, concerning a specific incident(s), will be made available. The actual viewing may be limited to a ten (10) second segment of the recording. All efforts will be made to ensure the privacy of other students.
3. Approval/denial of a request will be made in writing to the requesting individuals(s) within three (2) workdays of receipt of said request. If either the administrator or the Superintendent denies the request, reasons will be given for the denial.
 4. Upon approval of the request for a tape viewing, an appointment will be made within three (3) workdays of the approval. Viewing will be permitted at either the administrative offices or the Superintendent's Office, or as required by law.
 5. Viewing of the tape will be done in the presence of the building administrator and/or the Superintendent.
 6. A written log will be maintained, to include:
 - A. The written request by the parent/guardian
 - B. The written response by the building administrator and/or the Superintendent.
 - C. The date of the tape viewing, signatures of those present, the date of the recorded incident(s), and identification of the tape itself.

7. All video recordings will remain the property of M.S.A.D. #56 and will only be reproduced in accordance with state and federal regulations and M.S.A.D. #56 policies and procedures.

VISITORS

ALL visitors to the school must report to and register in the main office. **ALL** visitors will be issued a visitors badge, and are subject to all district policies and school regulations.

Visitors will **ONLY** be permitted on school grounds in order to observe specific programs or activities, review school facilities related to student transfer, and conduct school related business. . Visitors are encouraged to not bring young children into SDHS for safety reasons as well as disruption of the educational process.

STUDENT VISITOR REQUIREMENTS: All must be met to obtain permission to be on SDHS grounds.

- High school age
- Enrolled in school
- Written approval of their school's administration
- Permission granted by Principal and/or Dean of Students with minimum of 24 hour prior approval

Issuance of **ALL** passes is at the sole discretion of the Principal and Dean of Students and may be revoked at any time with the visitor having to leave school grounds immediately.

VISITORS & SAFETY FACTORS RELATED TO PARKING LOTS

- Individuals without official school business will be required to leave school property
- Limited and supervised traffic in the parking lots will be monitored by SDHS staff
- Bus transportation will be provided on and off school grounds without interference
- Reduce the possibilities of SDHS students leaving school grounds without prior approval
- Reduce the possibilities of contraband being brought onto SDHS property and illegally distributed to SDHS students
- Proper supervision and adherence to rules of the parking lot provides a safe area for SDHS students

WALDO COUNTY TECHNICAL CENTER

WCTC offers specialized training in a number of vocational areas to students attending high school in MSAD 3, 34, and 56. Although the center is an extension of the sending high school, attendance at the center is a privilege. Due to the organization of programming, transportation requirements, space allocation, and student interest, students interested in attending the center must be prepared to commit themselves to full participation in their chosen program. Only on rare occasions will SDHS students be expected to interrupt their WCTC programming in order to attend high school functions.

WEAPONS IN THE SCHOOL

Addendum: (1) BB guns, pellet guns, any other kind of gun; crossbows; nunchucks.
(2) Bats; picks; objects of ignition (matches, lighters); laser pointers, spiked necklaces, or bands and heavy chains.

(INCLUDE BUT NOT LIMITED TOO!)

Please refer to Weapons in School Policy JFCJ located on pages 54-55 of this handbook.

WORK PERMITS

Work permits may be obtained at the Office of the Superintendent of Schools where information on requirements is available.

This is to certify that both my son/daughter and I have read, understand and will comply with the rules in the Student Handbook for the 2003-2004 school year, including the Internet and computer use and procedures listed on pages 18-21.* I will call the Principal or Dean of Students with any questions or concerns that I may have. Both the parent/guardian and the student must sign this form, and the student must return it to their advisor by Friday, September 12th.

Parent/Guardian Signature Date

Student Signature Date

I give permission for my son/daughter to have their name and/or image posted on the school's web site.

I do not give permission for my son/daughter to have their name and/or image posted on the school's web site.

Parent/Guardian Signature Date

I give permission for my son/daughter's name, address and phone number to be released to military or college recruiting.

I do not give permission for my son/daughter's name, address and phone number to be released to military or college recruiting.

Student's Name

Parent/Guardian Signature

Date