

**Mt. Ararat High School  
2009-2010 School Handbook**

73 Eagles Way  
Topsham, Maine 04086

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**Administration**

**Craig King, Ph.D.**  
Principal

**Don Gray**  
Assistant Principal

**Joshua Ottow**  
Assistant Principal

**Colin Roy**  
Athletic Director

**Alison Pols**  
Secondary Coordinator, Special Services

**Mt. Ararat High School is a  
Drug/Alcohol & Tobacco Free Zone**

**School History, Colors and Mascot**

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

**Visit Us on the Web!**

For a complete listing of current staff and their contact information, as well as a calendar of events, athletic schedules, and school forms in PDF format, please visit our website at: <http://www.mta75.org>. You can also access this handbook in its entirety.

### **Mission Statement**

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

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

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

### **Academic Expectations for Student Learning**

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

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

### **Civic and Social Expectations for Student Learning**

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

- assume responsibility for their own behavior and utilize appropriate conflict resolution skills,
- demonstrate an understanding of the rights, duties and responsibilities of citizenship in a democratic society, and
- be respectful and tolerant.

## **SECTION I: SCHOOL CONTACT INFORMATION, SCHOOL CALENDAR INFORMATION, AND MISCELLANEOUS POLICIES**

### **How to Contact the School**

Main Office	729-2951
Athletics	729-2966
Alternative Education ( <i>A.P.A.C.E</i> )	729-5444
Guidance Office	729-8763
Transportation	729-1608
Special Services	729-2965
Superintendent	729-9961
Vocational Region 10	729-6622
School Fax	729-2953

E-mail: Any of our staff members can be reached by e-mail. If you know the name of the staff member you wish to contact, his/her email address is as follows: last name + first initial@link75.org. For example, Dr. King's e-mail address is: [kingc@link75.org](mailto:kingc@link75.org).

#### **Tentative School Calendar 2009-2010**

August 31	First Day – 9 <sup>th</sup> Graders Only
Sept. 1	All students attend
Sept. 7	Labor Day Holiday – No School
Oct. 9	Staff Development – No School
Oct. 12	Columbus Day – No School
Oct. 30	Last Day of First Quarter Marking Period
Nov. 11	Veterans' Day – No School
Nov. 25	Staff Development – No School
Nov. 26 - 27	Thanksgiving Break – No School
Dec. 21 – 1/1	Winter Break I – No School
Jan. 18	Martin Luther King, Jr. Day – No School
Jan. 19	Staff Development – No School
Jan. 22	First Semester Ends
Feb. 15-19	Winter Break II – No School
Mar. 29	Staff Development – No School
April 2	Last Day of Third Quarter Marking Period
April 19 - 23	Spring Break – No School
May 31	Memorial Day – No School
June 1	Staff Development – No School
June 13	Graduation
June 15	Projected Last Day of School

#### **Special School Year Events**

Homecoming Week	September 21 - 26
Open House	September 15
Fall Sports Awards	November 5
Parent/Teacher Conferences	November 10
Band Concert	December 1
Chorus Concert	December 9
Winter Sports Awards	March 3
Bandorama	March 13
Spring Choral Concert	April 14
S.A.T./MEA for 3 <sup>rd</sup> year students	May 1
Band & Chorus Concert	June 3
Senior Prom	May 22
Spring Sports Awards	June 9
Graduation	June 13

**SAT Test & Registration Dates for school year 2009-2010**

For up to date test information online: [www.collegeboard.com](http://www.collegeboard.com)

<u>Registration Date</u>	<u>Test Date</u>
September 15, 2009	October 10, 2009
October 2, 2009	November 7, 2009
November 4, 2009	December 5, 2009
December 25, 2009	January 23, 2010
February 4, 2010	March 13, 2010
March 30, 2010	May 1, 2010
May 4, 2010	June 5, 2010

**Visitors**

**For the protection of our students, all visitors are required to sign in at our receptionist's office upon entering the building.** Visitors here for legitimate reasons are required to register and be issued a visitors badge, which must be worn at all times in the building. No visitor may enter our classrooms, cafeteria, or library without prior administrative approval.

**Change of Address/Guardianship**

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

**Child Find Notice**

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

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

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

## SECTION II: ACADEMIC ISSUES AND POLICIES

### Course Schedule & Graduation Requirements

All students must take at least 5 courses at all times, including courses in at least three different subjects. Partial credits are not awarded.  
In order to graduate, students must earn at least 20 credits, including:

- 4 credits in English (including English I-IV)
- 3 credits in Social Studies (including History I-III)
- 3 credits in Math (including Math I)
- 3 or 4 credits \* in Science (Science I-III)
- 1 credit in Fine Arts
- 1 credit in Physical Education
- 1/2 credit in Health
- 1 credit in Advisory

\*depending on chosen sequence; refer to Program of Studies for details

Students must also meet state requirements in Maine Studies and computer literacy. Additional information regarding course options and credits is available through the Program of Studies or from the Guidance Office.

### GRADUATION REQUIREMENTS / CREDIT CHANGE

Each Student will receive ¼ credit for satisfactory attendance and participation in Advisory. In addition, Advisory is required for graduation from Mt. Ararat High School. Students must earn ¼ credit in Advisory for every year of attendance.

#### Modified Graduation Requirements for Vocational Students

Vocational students must meet the following graduation standards:

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

### **Grade Promotion**

<u>To become a...</u>	<u>you must have earned at least...</u>
Sophomore	3 credits
Junior	8 credits
Senior	13 credits

Students may catch up with their original class by taking enough credits to meet these requirements. Students are assigned to Advisory based on the credit-based class standing.

### **Beyond Credit Requirements**

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

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

### **Mid-year and Final Examinations**

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

### **Grading Scale**

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

Letter	Percentage	Grade Point
A+	99-100	4.0
A	93-98	4.0
A-	90-92	3.7
B+	88-89	3.3
B	83-87	3.0
B-	80-82	2.7
C+	78-79	2.3
C	73-77	2.0
C-	70-72	1.7
D+	68-69	1.3
D	63-67	1.0
D-	60-62	0.7
F	Below 60	0.0

### **Honor Roll**

Students must maintain a full course load (5 credits) and meet the following standards for quarter grades:

High Honor Roll	GPA at least 3.7, no grade lower than A-
Honor Roll	GPA at least 3.0, no D or F grades

### **Class Rank**

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

### **Weighted Grades**

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

### **Graduation Speakers/Honor Cords**

Students who have attended Mt. Ararat as full time students for at least the last three semesters prior to graduation and have taken classes that have not been remedial or self-contained are eligible for receiving Honor Cords and

for earning a speaking part at graduation. The top three seniors will be invited to speak at graduation. Honor Cords are distributed to students who have a cumulative GPA of at least 3.5 (high honors) or 3.0 (honors). National Honor Society members may receive NHS emblems.

### **Course Changes and Course Withdrawals**

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

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

Schedules can be changed for the following reasons:

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

To change a schedule, approval must be received from all involved teachers and department chairs. Teachers should not consider any student’s schedule changed until they have received written confirmation from the scheduling secretary.

### **Meeting Year-end Obligations**

Caps and gowns will not be issued to seniors until all debts and obligations to the school have been satisfied and/or property returned. For underclassmen, final report cards of the year will be held until the student has either returned or paid for all school textbooks, uniforms, materials, supplies, etc.

### **Advisory Program**

Each Mt. Ararat student will be assigned an advisor. The objectives of the advisory program will be to a) review each student’s academic progress and communicate with students and parents about where/how to receive assistance, b) work with the Dean of Post-Secondary Education to develop a post-secondary plan for each student, c) discuss and/or address school wide issues, and d) participate in team-building and other activities to help build a sense of community and belonging within the school.

### **Vocational School**

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

### **Alternative, Special Education Programs and the Student Assistance Team**

Mt. Ararat High School offers four limited-enrollment alternative programs. Additionally, Mt. Ararat's Special Services Department identifies and manages the needs of students with disabilities. The Student Assistance Team (SAT) determines whether particular students should be referred to an alternative program or into Special Services or should have special schedule modifications. Parents may make referrals to the SAT by contacting their student's guidance counselor.

### **Credit Through Adult Education**

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

### **Career-Oriented Pathways toward Graduation**

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

### **Independent Study**

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

### Summer School

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

## SECTION III: SUPPORT SERVICES AND RESOURCES

### Library

The library collection includes a wide variety of materials that are available not only for research assignments, but also for personal reading enjoyment. The library has over 20,000 books and a variety of online encyclopedias and subscription databases for students to use. Over 60 magazines and newspapers are also available. Students are encouraged to recommend new titles that they think should be added to the collection.

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

The library has an area for classes to do research, space for small groups to work together, and a quiet study area for individual students to work without interruption and a reading lounge for students with honors passes. Check the library section of the school website for detailed and up-to-date information on the library's hours, circulation policies, and other available services.

### Math Lab, Support Lab, and Writing Center

The school maintains a Math Lab, Support Lab and Writing Center. These help centers are staffed by teachers throughout the school day. Students are welcome during study halls to access these services.

### Computer Center

The school maintains a well-equipped computer center with both Macintosh and Windows computers. The open lab is available to students before school, during the school day and after school to work on class-related projects. It is closed during homeroom. *The Computer Center hours are:*

M, T, Th	7:00 a.m. – 4:00 p.m.
W	9:00 a.m. – 4:00 p.m.
F	7:00 a.m. – 2:30 p.m.

Students may reserve a computer up to one week in advance. Students will need to fill out a blue Computer Center pass and have it signed by their teacher. Students may have an e-mail account after signing a contract,

turning it in to a member of the Computer Center staff and receiving initial training.

### **Guidance Office**

Our guidance counselors are assigned a student case load as follows:

Ms. McAllaster	A through Di
Ms. Ludwig	Do through K
Ms. Willette	L through Ra
Mr. MacKenzie	Re through Z

Parents may call the guidance office to arrange an appointment with a counselor or a conference with teachers. Our staff includes an ESL instructor. Parents seeking to access such services for their students should contact the Guidance Office.

### **School Social Worker**

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

### **School Nurse**

The school nurse is available on a daily basis for assessment and counseling regarding health issues. It is important that students come during non-academic times except in emergencies. Students are required to have a pass from the teacher of the period in which they will be visiting the nurse. Students who become ill during the school day must see the school nurse for dismissal. The nurse will make arrangements with a parent or emergency contact and a dismissal pass will be issued. The pass then needs to be stamped by the SAO secretary before the student leaves the school. All accidents occurring at school must be reported to the teacher and the nurse before leaving school.

### **Medication in School**

No school supply of over the counter Tylenol or Ibuprofen will be available for use in the nurse's office. You must send in your own bottle or enroll in the School Based Health Center. In compliance with state-mandated regulations, the school requires both a physician order and written parental consent for school personnel to administer any medications to a child. This includes over-the-counter drugs such as Tylenol, Ibuprofen and cough medicines as well as prescribed medication. Medications must be sent to school in the original bottle. The prescription bottle serves as a doctor's order. All medications, prescription and non-prescription must be kept in the Student Health Center.

If a student is on long-term prescription medication that is to be administered by the Student Health Center staff, the prescribing doctor must complete a Permission to Administer Medication form. No child with a potentially life-threatening illness will be allowed to attend school without providing the school with unexpired emergency medication. This includes but is not limited to an Epi-pen, Glucagon and an Albuterol inhaler. For more information please contact the Student Health Center at extension 264.

#### **School Based Health Center (The Eagle's Nest)**

In addition to the school RN, expanded medical and mental health care is offered to students who choose to enroll in the Eagle's Nest program. On-site primary care and laboratory services including diagnosis and treatment of illnesses such as sore throat, ear infections, coughs, asthma, rashes and injuries are provided by a nurse practitioner on Monday, Tuesday and Thursday. Smoking cessation classes are offered during the school day as well as referrals for substance abuse treatment. A licensed professional provides mental health counseling at school. The Eagle's Nest is located in the Student Health Center. Enrollment continues throughout the year. Forms are available at [www.mta75.org](http://www.mta75.org). Health Center staff can be reached at 729-2951 x273 for assistance.

### **SECTION IV: ATTENDANCE POLICY AND PROCEDURES**

#### **Introduction**

This policy is intended to emphasize class attendance as a meaningful and essential component of each student's educational experience. Classroom instruction and the discussions and interactions that take place in class meetings are important parts of each course and of the learning process. When a student misses class, that part of the instruction cannot be replaced. For this reason, all students are expected to be in school on time and to attend all assigned classes every day.

Attendance is primarily the responsibility of students and parents. The school best serves the home by establishing clear attendance expectations and providing a timely reporting of students' attendance patterns.

A student involved in sports and other extracurricular activities may not participate in those activities on any day that s/he is absent from school or dismissed early for illness. If absent for reason other than illness, the Assistant Principal may grant permission for the student to participate in co-curricular events.

### **Excused and Unexcused Absences**

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

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

Except for the above, the law states that the adult supervising a school-age child "shall cause" the student to attend school. Absence from school for reasons other than those listed above is unexcused and not permitted.

### **Failure Due to Excessive Absenteeism**

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

- Documented Absences (DA)

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

- Excused Absence (EA)

Count toward the 5 absence per quarter limit.

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

- Unexcused Absence (UA)

Count toward the 5 absence per quarter limit

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

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

### **Parental Notice to School**

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

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

### **Extended Absences**

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

Extended absences may result in more time available for make-up. Students returning from an absence of five (5) or more consecutive days must meet with their guidance counselor and obtain a make-up schedule, upon which all missed assignments and due dates will be recorded. The student will carry this form to all classroom teachers to record the information and return the form to the guidance office at the end of the school day. Students will be given a copy of the form to bring home for a parent signature.

### **Making up Work from Absences**

If an absence is . . .

Unexpected (such as illness, impromptu appointment, family emergency, etc)

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

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

- Students must make arrangements with teachers prior to the absence. Failure to do so may lead to an inability to make up missed work.

Unexcused (such as skipping school or other non-verified purpose)

- Students will receive no more than a passing grade (60%) for all work, quizzes and tests that are made up. If the absence is the day

of a midterm or final exam, the student will receive a zero (0) for those tests.

#### Suspension

- Student work should be picked up from SAO for the student to work on during the suspension. Upon return to school the student must meet with teachers to turn in work done during the suspension and to schedule due dates for any work not sent to SAO for completion during the suspension.

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

#### **Response to Excessive Absenteeism and Truancy (Attendance Review Committee)**

When a student has accumulated the equivalent of five (5) or more days of absence in any quarter, the school will contact the parent/guardian to discuss the nature of the problem leading to absence from school. At that time the student will be referred to the Attendance Review Committee. If the ARC determines that the problem is ongoing rather than temporary in nature, it will develop an action plan and refer the student and/or family to the appropriate school or community services to help correct the problem.

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

Failure of a parent/guardian to send their child to school and maintain him/her in regular attendance is a civil violation in accordance with Title 20-A, Chapter 211, Subchapter II, Section 5053-A of the *Maine Education and School Statutes*. According to Section 5053-A, Subsection 1, if a parent/guardian has control of a student who is habitually truant and the parent is found to be primarily responsible for that truancy, the court may order the parent/guardian to pay a fine of *not less than* \$250. According to Section 5053-A, Subsection 2, the court may also order a parent/guardian adjudicated as violating Subsection 1 to:

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

Parents/guardians who wish to receive a copy of the Maine statute governing truancy and/or Mt. Ararat High School's Steps to Correct Truancy document may do so by contacting the Student Affairs Office (SAO).

### **Planned Absences**

Planned absence forms are available in the Student Affairs Office. This form requires the signatures of parents and teachers and must be submitted to the SAO at least five school days before a trip. If the planned absence will be longer than five school days, parents should contact the SAO at least one month in advance. Work missed is due on the day the student returns to school. If the form is not completed and returned by the deadline, the absences will be considered unexcused.

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

### **Early Dismissals**

Students needing to be dismissed during the school day for reasons other than illness must present a request in writing to the SAO before school. The request must include the student's name, date and time of the dismissal, reason for the dismissal, and parent signature. The student will receive a dismissal pass to show to the teacher. Study hall is not a valid reason to be dismissed from school, with the exception being eligible seniors who have a study hall at the end of the school day and have completed Early Dismissal permission forms. Please limit phone dismissals to emergencies only.

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

### **Tardy Policy**

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

First Tardy – Warning from teacher

Second Tardy – Teacher/Department Detention  
Third Tardy – Administrative Detention and teacher contacts  
parent/guardian  
Fourth Tardy –Administrative Detention plus meeting with  
Assistant Principal, who will contact parent/guardian

Continued tardies will be regarded as insubordination and treated as such under the Disciplinary Code. Consequences may include meeting with parent/guardian and administrator, referral to the Attendance Review Committee, No Pass List, loss of parking privileges, Saturday Detention, In School Suspension, Out of School Suspension, or other consequences determined by the administration.

## **SECTION V: CITIZENSHIP**

### **Citizenship Code**

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

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

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

**Members of the school community will NOT demonstrate the following behaviors, which seriously interfere with teaching and learning and are unacceptable in our school:**

- Use of vulgar language, swearing or inappropriate gestures
- Use of biased and/or hateful language
- Leaving school grounds without signing out and receiving legitimate school or parental permission

- Forging or tampering with school documents
- Physical, verbal and/or sexual harassment
- Fighting
- Threatening (verbal or non-verbal i.e. hard stares, gestures, invading another's space, etc.)
- Assault
- Possession of illegal substances – alcohol, tobacco, scheduled and non scheduled drugs
- Trafficking or furnishing alcohol, tobacco, scheduled and non scheduled drugs
- Vandalizing or stealing school, staff and/or students' property
- Possession of weapons or weapon-like devices
- Persistent violation of school and/or classroom rules
- Disrespect and/or defiance toward school personnel
- Refusal to identify themselves to any staff member when asked
- Excessive displays of affection
- Gambling
- Loitering
- Panhandling
- Any other behavior which seriously disrupts the productive, healthy and safe school climate we value

#### **Application of Rules to Field Trips and Extracurricular Activities**

The rules of behavior in this handbook govern students involved in school activities off school grounds.

#### **Student Behavior and Discipline Code**

Note: This behavior code cannot cover all disciplinary situations which may arise and, therefore, is not intended to be exhaustive. Moreover, modifications to the code will be made depending upon the facts of an individual case, at the discretion of the building administration. Any infraction may lead to suspension or removal from extracurricular and/or co-curricular programs, including athletics. In certain cases, participation in a Restorative Justice process may amend prescribed consequences.

While at Mt. Ararat High School students are expected to behave responsibly, with attention to and respect for the rights and needs of others. The range of consequences for misbehavior is as follows:

#### **Level One Behaviors**—Initially handled at classroom level

1. Failure to come to class prepared for work (pen, book, etc.)
2. Distraction of other students
3. Inappropriate/immature behavior

4. Rude/disrespectful behavior
5. Improper conduct
6. Tardiness

Recommended Level One Disciplinary Options

- Teacher warning
- Teacher detention or other consequences
- Loss of classroom privilege (ex: no pass list)
- Teacher contact of parent
- Parent/teacher meeting
- All tardies are reported to the office via daily attendance records. Upon receipt of a third unexcused tardy in an individual class, an administrative detention will be assigned.

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

1. Habitual level 1 violations (3 or more incidences)
2. Cutting class
3. Defacing school property
4. Vulgar/inappropriate language/gestures
5. Tobacco possession (see page 24)
6. Lunchtime infractions/throwing food or objects

Level Two Disciplinary Action

- Parent contact if In-School Suspension required, otherwise notification
- Administrative Detention, No Pass List, Saturday Detention, or In-school Suspension, depending on the nature and severity of the infraction
- Appropriate restitution if applicable
- Loss of extracurricular privilege as outlined in the Extracurricular Activities section
- Summons to court (#5 above)

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

1. Habitual violations of level 2 behaviors
2. Cutting school
3. Failure to serve assigned administrative detention
4. Petty theft (less than \$20 value)
5. Forgery for school-related purposes, false telephone calls, tampering with school documents

6. Causing or provoking a major disturbance anywhere at the school or at school events
7. Gambling
8. Instigating or provoking others to fight
9. Sexual harassment, bias-motivated harassment, other harassment, hazing, bullying, intimidation
10. Physical intimidation and/or threatening statements toward other students
11. Vulgar, obscene or abusive language toward any adult
12. Leaving the school campus without permission
13. Insubordination (see page 23)
14. Tobacco use (see page 24)
15. Failure to identify

Level Three Disciplinary Action

- Parent contact
- Saturday detention (#2 and #3 above)
- 1-5 day suspension, depending on the nature and severity of the infraction
- Possible referral to counselor or social worker
- Loss of extracurricular privilege as outlined in the Extracurricular Activities section
- Possible legal action ( #5, #9, #10 above)
- Possible referral to Affirmative Action coordinator (#9 above)
- Summons to court (#14 above)
- Referral to appropriate counseling (#9, #10, #14 above)

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

1. Repeat level 3 violations
2. Burglary, theft, unlawful possession of school property
3. Vandalism
4. Extortion
5. Fighting (see page 27)
6. Assault on a student
7. Physical intimidation or threatening statements toward district personnel
8. Possession, use, or being under the influence of alcohol, marijuana, or other prohibited or controlled substances (see page 23)
9. Possession of drug paraphernalia
10. Indecent exposure
11. Engaging in a sexual act on school property
12. Instigating or participating in gang/mob type of school disturbance
13. Possession of a weapon other than a firearm

#### Level Four Disciplinary Action

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

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

1. Repeat level 4 violations
2. Sale or distribution of alcohol, marijuana, or other prohibited substances, paraphernalia or material
3. Possession or use of deadly weapon/firearm
4. Arson
5. Physical assault on district personnel
6. Sexual assault
7. Any other violent crime
8. Participation in the issuance of a bomb threat (see page 30)

#### Level Five Disciplinary Action

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

#### **Explanation of Disciplinary Procedures**

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

Administrative Detention. 2:30 – 4:15. Students must report to room 215 on time, bring work to do, and maintain silence.

Saturday Detention. 8:45 to 12:00 noon. Students report to room 111 (meeting place). Students must be on time, bring work, and maintain silence.

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

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

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

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

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

Other Consequences. Specific offenses may call for individualized responses such as confiscation of objects, apologies, community service, restitution, parent meetings, behavior contracts, or other appropriate responses. Additionally, see the section of the Handbook on the Discipline Committee/demerit system.

#### **Insubordination**

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

#### **Demerit System**

Students accumulate demerits whenever they are assigned disciplinary consequences. Demerits are accumulated as follows:

Administrative Detention	2 demerits
Saturday Detention	3 demerits
Each day of Suspension	4 demerits

Additionally, administrators have the authority to assign demerits as a consequence for misbehavior apart from detentions or suspensions. Demerits may be reduced by appropriate behaviors or community service arranged with an administrator or by attending special events or activities arranged by the administrator with the school social worker or guidance counselor.

#### **Disciplinary Review Committee**

Repeated instances of misbehavior despite normal consequences suggest that something is not working. To address these situations, the student and his or her parents or guardians will be required to attend a meeting of the Disciplinary Review Committee if the student accumulates 25 or more demerits. The purpose of the meeting will be to determine whether the student should be referred for a pre-expulsion meeting with the Superintendent or whether the student should be placed on a special behavioral contract or whether other appropriate action should be taken. Failure or refusal by a parent or student to attend a Disciplinary Review Committee meeting within a reasonable time will result in the scheduling of a pre-expulsion meeting with the Superintendent.

#### **Substance Abuse Policy**

Students found in possession of alcohol, controlled substances, illegal drugs, intoxicants, imitation controlled substances or paraphernalia or showing the effects of alcohol or other drugs on school grounds or at school-sponsored functions shall be suspended by the principal or the principal's designee to a maximum of ten (10) school days. Students who choose to be involved in the student substance abuse assistance program may be readmitted to school on the recommendation of the principal following a conference with the student and his/her parent or guardian. Students refusing this option shall receive a suspension of ten (10) school days or expulsion.

#### **Tobacco Use Policy**

Tobacco is the number one killer and is the leading cause of preventable death in Maine. In order to reduce the high incidence of tobacco use, promote health and safety of all students and employees, promote the cleanliness of all facilities, the Directors of MSAD#75 prohibit the use, distribution and sale of tobacco products in school buildings, on school grounds, on school buses and at school sponsored functions at all times by all persons. "Tobacco products" includes but is not limited to cigars, cigarettes, chewing tobacco and bidis. In addition, students are further prohibited from possessing tobacco products in school buildings, on school grounds, on buses and at school-sponsored functions at all times. Students will be discouraged from wearing and/or displaying any type of tobacco promotion materials.

## Academic Honesty Policy

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

### What is academic dishonesty?

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

Examples:

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

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

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

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

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

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

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

### Procedures and Consequences

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

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

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

#### Sources:

Scarborough (Maine) High School Student Handbook 2003-2004.  
Kennebunk (Maine) High School Student Handbook 2004-2005.

### **Dress Code**

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

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

1. Articles displaying indecent or suggestive writing, pictures, or slogans
2. Articles that advertise or promote drugs, alcohol, tobacco, or sex
3. Articles that depict or suggest violence
4. Articles that contain or suggest language or depictions derogatory to a person or group

5. Articles that could cause damage to school property or that may be used as a weapon, i.e. chains, spiked collars and wristbands, cleats
6. Headwear such as caps, bandanas, hats, hoods, and other head coverings\*
7. Clothing with tears or holes which inappropriately expose flesh or underwear
8. Mesh or see-through clothing
9. No open-back tops, halter tops or tube tops. No sleeveless tops.
10. No exposed midriff or cleavage
11. Skirts and shorts that are less than “fingertip” length
12. Open-sided tee shirts or sweatshirts
13. Underwear that is visible
14. Sunglasses
15. Bare feet are not permitted and shoes must be worn at all times.

\*Exceptions would be headwear serving religious purposes or worn for medical reasons. Hats are to be put away in lockers or bags at the beginning of the school day and not carried around or worn in hoods.

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

#### **Ways to Resolve Conflicts**

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

#### **Fighting**

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

#### **Bystanders' Responsibility**

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

### **Prohibited Articles**

The following are prohibited in school:

- matches, lighters, firecrackers or other incendiary devices
- pocket knives, box cutters, razor blades or other sharp items
- handheld video games, DVD players, and other personal video devices
- laser pointers, radios, pagers, and other electronic devices except with permission of the Principal.
- Playing cards

See also articles prohibited under “Weapons”, p. 30.

### **Personal Stereos**

Personal stereos with headphones may be worn without restriction. Students in Commons study halls may wear headphones as well. During academic time (classes and “structured” study halls) teachers may allow students to use personal stereos during periods of quiet, independent work when they feel that it is appropriate to do so. It is expected that with regard to personal stereos all students will:

- remove headphones and turn stereos off before entering classes and not have to be reminded regularly
- not argue with or disregard teachers whether or not it is appropriate for them to listen to their headphones while working
- not use personal stereos to “tune out” school staff either in classes or in the halls
- maintain a reasonable volume and not argue about requests to reduce volume

Students who abuse their headphones privilege in these or other ways may be asked to surrender the device until the end of the school day or face other consequences. Students who become argumentative or who refuse to surrender a device when asked to do so by a school staff member will be regarded as insubordinate and face consequences as such under the school Discipline Code. In cases where a student has shown a consistent disregard for the rules governing personal stereos, a parent/guardian will be required to come to school and meet with their child’s Assistant Principal before the device is returned.

### **Cell Phones**

The School recognizes that cell phones are an accepted and convenient form of communication for students and parents. However, phone use during the academic school day is distracting and disruptive to the education process. Therefore, cell phone use is restricted to before and after school. In addition, a student may use a cell phone during his/her lunch period if the need arises to contact home or work (under no circumstances to call or text students in

class), but use is limited to the Commons, the area at the entrance to the kitchen and the senior locker area. If a student needs to use his/her phone during any other part of the day, the student must contact his/her Assistant Principal for authorization. Cell phones are to be turned off and put away at all other times during the school day. Students are not permitted to use the cell phone's camera or video function at any time. Students who violate the cell phone policy will be treated in the following manner:

- Asked to turn the phone off and put it away – a referral will be submitted to SAO and a detention assigned.
- Failure to turn off the phone and put it away will result in a referral for insubordination.
- Repeat offenders will be regarded as insubordinate and face consequences as such under the school Discipline Code.
- In cases where a student has shown a consistent disregard for this rule, a parent/guardian may be contacted for a meeting with their child's Assistant Principal or the student may be prohibited from bringing a cell phone to school.

#### **Laptop Computers**

Laptops are designed for academic use. Student behavior regarding the use of laptops will be in accordance with the Citizenship Code. Mt. Ararat High School endorses the central concepts of Digital Citizenship in Schools, (2007).

#### **Cameras**

Cameras, both still and video, are not to be used in school except on official school business or with the permission of the staff in charge of any given class or activity as well as the person/people being photographed.

#### **Lost and Stolen Property**

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

#### **Weapons**

To ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school premises, in school vehicles, or at any school-sponsored activity:

1. Possession or use of articles commonly used or designed to inflict bodily harm or to intimidate other persons. Examples of such articles include, but are not limited to: firearms, ammunition,

explosives, brass knuckles, switchblades, butterfly knives, and other similar objects.

2. Use of any object as a weapon to inflict or threaten bodily harm.

Students who violate this policy will have the item(s) confiscated (they will not be returned), will be suspended for ten days, and will be referred for a pre-expulsion meeting.

### **Bomb Threats**

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

### **Harassment**

The M.S.A.D.# 75 Board of Directors recognizes the right of each student to learn and to participate in an environment free of intimidation, ridicule, and hostility. In support of this right and in compliance with the Maine Civil Rights Act, the District prohibits harassment or ridicule of students based upon race, color, sex, sexual orientation, religion, age, national origin or handicap. Harassment includes the following, among other things:

- Advances, sexual advance, gestures, comments, or contact
- Threats, intimidation or assaults
- Offensive jokes
- Gender Identity
- Ridicule, slurs, derogatory action or remarks

Such unwelcome acts constitute harassment when the conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive work or educational environment. In dealing with instances of harassment, the school will follow a four-stage process.

1. Report Stage. All students should feel free to report any incident of harassment to any adult in the building. That information will be forwarded to the Assistant Principal, who will meet with the student along with a counselor. The student will be asked to complete a Harassment Incident Report, which will be kept confidential.

2. Informal Adjustment Stage. After a report has been completed, the Assistant Principal and/or the counselor will encourage the student to take

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

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

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

### **Student Protection from Bullying**

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

substantially disrupts instruction, school operations or the welfare of students.

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

It does not mean mere teasing, put-downs, trading insults or similar interactions among friends; nor does it include the expression of ideas as long as they are not lewd, profane, or interfere with students' learning or program, or school operations.

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

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

Communication:

Notice of what constitutes bullying, discrimination and harassment, the Board's prohibition of these behaviors, reporting procedures and the consequences for students shall be communicated to students, parents and staff through the student code of conduct, and student and staff handbooks.

**Reporting:**

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

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

The Superintendent may choose to investigate the complaint or assign another investigator in his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the School Board, who should consult with legal counsel concerning the handling and investigation of the complaint.

Students who feel that they are being harassed or discriminated against also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (207-624-6050) and/or to the federal office for Civil Rights, U. S Department of Education, SW McCormack POCH Room 222, Boston, MA 02109-4557 (617-223-9622).

**Response and Complaint Procedure:**

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

For purposes of this procedure:

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

1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.
2. If the complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.
3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
4. The administrator or designee serving as investigator shall keep a written record of the investigation process.
5. School and District administration may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
6. School administration shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
7. The investigation shall be completed within 21 business days of receiving the complaint, if practicable.

B. If the school administrator or designee determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:

1. Determine what remedial action is required, if any;
2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
3. Inform the student who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

C. If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14

business days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate.

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

#### **Balancing School, Work and Athletics**

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

#### **Dance Procedures**

At any dance held, a guest list will be maintained in the SAO where students can sign up to bring a guest and obtain a Dance Guest Permission form. Guests whose names do not appear on the sign up list, or who appear without appropriate identification, will be turned away. All guests must be in the 9th grade or higher, and they may not be more than 19 years old. Additionally, Mt. Ararat students must present their student identification cards at the door. Once inside, students may not leave the school building. If they do, they will not be allowed to return. Students are advised that dancing which is overtly sexually suggestive will not be tolerated. Offending students will be given one warning and then asked to leave the dance. Parents will be notified.

#### **Non-School Behavior**

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

### **Excessive Displays of Affection**

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

### **Student Automobiles and the Parking Lot**

Parking in the student parking lot is a privilege, not a right. Student parking is limited to 211 vehicles in the main lot and 20 vehicles in the lot at the Navy Annex. Parking spaces are open to seniors first then juniors. Sophomores may apply for parking after second quarter if there are spaces available. In addition, eligibility for parking is based on a student's previous year's attendance at school. For example, a student whose record displays unexcused absences and tardiness (5 or more) to school and classes may be ineligible for a parking permit. Any student wishing to park on school grounds must have a parking form signed by parent(s) and an administrator, valid driver's license and registration with the fee turned in to the SAO. Students owing any books or fines to the school or library must clear their accounts with the SAO before a parking permit can be issued. The cost for parking is \$20.00.

Students may not loiter or linger in the parking lot at any time between 7 a.m. and the end of the regular school day.

Vocational students who wish to drive to the Vocational School must see their Assistant Principal. This privilege is for Juniors and Seniors only. No passengers will be permitted to ride to the Vocational School in student vehicles. See the parking contract for additional terms regarding use of the student parking lot.

### **After Arriving at School**

Students must proceed immediately into the school after arriving in the morning. Students must remain in school during the school day unless authorized to go outside by a teacher in connection with a class learning activity or by an administrator. Students are not allowed to leave the school to go to their cars. Students are not allowed upstairs before 7:30 in the morning (8:50 on Wednesdays).

### **Vocational Students Returning to School**

Students returning from the vocational school before class begins or before the end of the day must enter the building immediately and remain downstairs.

### **Agenda/Hall Passes**

All students (including seniors) must carry an agenda containing their student ID. Students must use the passes in their agenda books. Passes are either short term, providing for return within a designated time, or long term, allowing a student to have a more extended stay in a designated destination (Library, Computer Center, Wellness Center, Guidance, Nurse, Writing Center, Math Lab, Support Center).

Due to space limitations, long term passes are issued only by the destinations--not by study hall teachers. Students must report back to study hall before the end of the period with the exception of a pas to the Wellness Center. All passes must have the student's name, time left, date, period, destination, and teacher's signature. Locker passes will not be issued unless a teacher has forgotten to inform students of the need for certain materials or by study hall teachers to one student at a time. Students must come prepared for class and study halls. No passes will be issued after 2:00.

### **I.D. Cards**

Students are required to carry their identification cards with them at all times. This is a measure designed to protect your safety. Any student who loses a card should see the library. A permanent replacement card will be provided for a fee of \$2.00.

### **Study Halls**

All students who have study halls will be assigned to a structured classroom study hall. During structured study halls, students must come prepared with work or something to read, and must work quietly. Students may go to their lockers or to the bathroom one at a time. Students may visit other study halls only to get help from a teacher. Study hall teachers may designate a part of the room for quiet collaborative work.

Juniors that maintain grades of "B" or above and seniors who maintain a "C" or above in all of their classes are eligible for study hall in the Commons, except during lunch periods. During Commons study halls, students may remain in the Commons, go to their locker areas, the outside area behind the kitchen, or to the library once they have checked in with the study hall teacher for attendance. Juniors who receive grades of C, D or F or seniors who receive a D or F in any quarter will be ineligible for Commons study for the following quarter.

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

### **Bus Conduct and Information**

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

Late Bus. A late bus at 4:45 p.m. is provided on Monday, Tuesday, Wednesday, and Thursday. To ride a late bus, a student must present a valid late bus pass from an activity advisor or coach.

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

High school students are expected to disembark and board the bus at the high school. Students who miss the bus at the high school must obtain a pass from SAO in order to board the bus at the middle school (only one pass per quarter will be allowed.)

### **Lunch**

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

### **Lockers**

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

### **Searches**

School administrators have authority to search a student if they have reasonable suspicion that the student may be in possession of any item prohibited in school. Searches will be conducted and documented in accordance with District policy. If administrators have reasonable suspicion

that a student may be under the influence of any prohibited substance, they may require the student to submit to tests administered by the school nurse. Administrators may conduct canine searches for illegal substances in accordance with District policy.

### **Fire and Emergency Drills**

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

## **SECTION VI: EXTRA-CURRICULAR ACTIVITIES**

### **Philosophy**

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

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

There are two types of extra-curricular activities available at MAHS. Interscholastic sports and school-sponsored activities have academic eligibility requirements, outlined below. Non-sponsored activities (marked with an asterisk\*) are not funded by the school. We do, however, provide meeting space for such activities before and after school. Although students who participate in non-sponsored activities are encouraged to meet eligibility requirements, doing so is not a requirement.

Students are reminded that when they are involved in interscholastic events, the highest level of conduct and sportsmanship is expected. This expectation applies to both participants and spectators. Inappropriate behavior or language can result in consequences including suspension or ejection from teams or activities, or revocation of the privilege of attending future events.

**Fall Sports** (fall sports start in mid August. Times and dates are published in the *Times Record*.)

**Sport**

Golf  
JV Golf  
HS Cross Country  
Varsity Boys Soccer  
JV Boys Soccer  
Frosh Boys Soccer  
Varsity Girls Soccer  
JV Girls Soccer  
Frosh Girls Soccer  
Varsity Field Hockey  
JV Field Hockey  
Frosh Field Hockey  
Varsity Football  
Asst. Football  
Asst. Football  
Asst. Football  
Asst. Football  
Frosh Football  
Fall Cheering  
Athletic Trainer

**Coach**

Richard Bartlett  
Mike Smith  
Diane Fournier  
Rick Renaud  
Tom Fournier  
TBA  
Sam Chard  
Lisa Thompson  
Mark Dugal  
Kelly LaFountain  
Jill Carney  
Cally Ellis  
Mark LaFountain  
Matt McKenney  
Frank True  
Frank Burila  
Tom Quick  
TBA  
Debbie Donovan  
Kate Anagnostis

**Winter Sports** (Winter sports start in mid November.)

**Sport**

Varsity Boys Basketball  
JV Boys Basketball  
Frosh Boys Basketball  
Varsity Girls Basketball  
JV Girls Basketball  
Frosh Girls Basketball  
HS Cheering (coed)  
Indoor Track  
Indoor Track Asst.  
Indoor Track Asst.  
Varsity Hockey (coed)  
HS Girls Swimming  
HS Boys Swimming  
Swimming Asst.  
Diving  
HS Wrestling (coed)  
Wrestling Asst.

**Coach**

Aaron Watson  
Andy Morris  
David Dubreuil  
Kelly LaFountain  
Walt Foster  
TBA  
Debbie Donovan  
Diane Fournier  
Stewart Palmer  
Aaron Holmes  
Mike Abreu  
Tracy Doviak  
Mike Smith  
TBA  
Minter Molello  
Erick Jensen  
Mark Nowak

**Spring Sports** (Spring sports start at the end of March.)

**Sport**

Varsity Baseball  
JV Baseball  
Frosh Baseball  
Varsity Softball  
JV Softball  
Boys Track  
Asst. Track  
Girls Track  
Girls Tennis  
Boys Tennis  
Boys Varsity Lacrosse  
JV Boys Lacrosse  
Girls Varsity Lacrosse  
JV Girls Lacrosse

**Coach**

Craig Rogers  
Scott Ford  
Chris Farrell  
Rick Bartlett  
Tom Quick  
Mike Ludwig  
Joanne Petkus  
Diane Fournier  
Sheila Bohlin  
Don Foley  
Matt Haskell  
Tom Fournier  
Jill Carney  
Jeff Burns

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

**Extracurricular Activities**

**Anime**

Japanese Animation

**Aquila**

Student literary magazine

**Art Club**

School-related art projects

**Chess Club**

After school activity

**Civil Rights Team**

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

**Eagle Exchange**

Foreign exchange program; year round

**Envirothon**

Environmental competition; after school

**Fall, Winter and Spring Intramurals**

Floor hockey, volleyball, and weight lifting

**French Club**

Explore Francophone cultures through food, games, drama, music.

**Gay/Straight Alliance**

Working to promote understanding, tolerance, and inclusion

**Interact Service Club**

After school

**International Club**

Activities center on other cultures

**Math Team**

Interscholastic math competition

**Outdoor Club**

Skiing, rock climbing, rafting, etc

**Mt. Ararat Stage Company**

Student theatrical productions

**\*National Honor Society**

Honorary scholastic service organization

**National Ocean Science Bowl**

Ocean Science Competition

**PALS (Peer Assisting and Listening to Students)**

School service/peer leadership organization

**Peer Mediation**

Conflict resolution

**Science Olympiad**

Science competition

**Student Senate**

Student government organization

**The Talon**

School newspaper

**Yearbook**

Year round involvement

**\* National Honor Society Selection Procedure**

The National Honor Society at Mt. Ararat High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each November. Students in the 11th and 12th grades are eligible for membership.

**Requiriements**

Cumulative GPA of 3.25 or better

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

Evidence of positive leadership activities and exemplary character

### Leadership

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

### Character

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

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

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

More detailed information regarding NHS selection and the NHS Chapter Bylaws are available at: <http://www.mta75.org/nhs>

### **School Fundraising Policy**

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

### **Academic Eligibility**

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

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

**2. Conditional Eligibility.** A student earns a GPA less than 1.70 but passes all classes OR fails no more than one subject. Conditionally eligible athletes will miss either one or two countable athletic contests depending on the length of schedule. Practice is allowed during that period. Conditionally eligible students involved in activities will miss an equivalent amount of participation in activities. Conditionally eligible students must sign an academic performance contract requiring the following:

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

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

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

**3. Ineligibility.** A student who fails more than two subjects is ineligible.

#### **Attendance and Eligibility**

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

#### **General Athletic Participation Guidelines**

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

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

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

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

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

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

All MAHS athletic equipment, supplies and uniforms loaned to athletes must be returned immediately at the end of each season of participation. Failure to do so may result in loss of school privileges, full monetary restitution, prevention from future athletic participation and/or withholding of graduation diploma.

Athletes who intend to participate beyond high school at the Division I or II level must fill out and mail in a NCAA Clearinghouse form prior to graduation. Forms are available in the Guidance Office.

#### **Other Athletic Rules**

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

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

#### **Hazing Policy**

Maine statute defines hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school or school personnel.” It is the policy of the Board of Directors that hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee or the school unit shall encourage, permit, condone or tolerate hazing activities. No student, including leaders in student organizations, shall plan,

encourage or engage in hazing activities. Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures. Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action which may include suspension, expulsion or other appropriate measures.

#### **Affirmative Action Policy Statement**

It is the policy of Maine School Administrative District No. 75 to insure equal employment and educational opportunities regardless of race, sex, color, national origin, marital status, religion, age or handicap in accordance with all Federal and State Legislation relative to discrimination.

Inquiries concerning this statement should be directed to Affirmative Action Coordinator, M.S.A.D. #75, Topsham, Maine, 04086, telephone number 729-9961, or Director's Office of Civil Rights, Department of Health and Welfare, Washington, D.C.

#### **Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

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

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask M.S.A.D. #75 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

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

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

#### **School Ceremonies and Holiday Observances Policy**

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

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

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

Religious holidays may be seen as opportunities to teach about religion, history and culture. The celebration of religious holidays in the classroom or school-wide is not appropriate. The exploration of religious holiday practice must take into account the existence of religious diversity in our society at large and should not be limited to one time of the year. The study of

religious holidays should serve academic goals, as outlined in the District Learning Results, of educating students about family traditions and their relationship to culture, cultural differences and similarities, as well as about the beliefs and practices of various religions. Holiday symbols may be used within this educational context. They should not be used as decorations. This does not apply to personal choices about dress. Careful consideration should be given of holiday symbols that may be regarded by some as secular and by others as religious.

Guidelines:

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

Application of the Policy:

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

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

M.S.A.D. #75 desires to prevent unnecessary exposure to children and employees to pesticides and reduce the need to rely on pesticides when managing pests. It is the policy of M.S.A.D. #75 to only use pesticides

when pests have been identified and their presence verified. Selection of treatment options or corrective actions will give priority to least-risk actions whenever possible to provide the desired control of pests. Education of staff, students, employees, and parents about IPM will be included to achieve desired objectives. When it is determined that pesticides are needed, only products registered for use in Maine will be used, and they will be used only in strict accordance with the product label. Further, only individuals properly licensed by the Maine Board of Pesticides Control will use pesticide products. Our policy prohibits the use of any pesticide by unlicensed staff except to control stinging insects that pose an imminent threat to human health on school grounds, or disinfectants used for routine cleaning. It will be this school's policy to make the appropriate notification and posting as well as to keep records of all pesticide use and other pest control actions. A copy of our full School IPM Policy Statement and School IPM plan will be maintained in the principal's office and available upon request.

#### **Asbestos Management Notification**

Maine School Administrative District #75 has had its schools inspected for asbestos-containing building material. Pursuant to the Environmental Protection Agency Asbestos Hazard Emergency Response ACT (AHERA), an asbestos management plan for each school has been in place since 1988. These management plans are available for review at the Buildings and Grounds office in Topsham or the principal's office in each school. Since the mid-1980's MSAD #75 has initiated asbestos removal projects in its schools, along with conducting semi-annual inspections by independent certified inspectors and trained custodial staff. This notice does not apply to Bowdoin Central School in Bowdoin, Woodside Elementary school, Mt. Ararat Middle School and the Transportation Garage in Topsham, which are all free of asbestos. For further information contact the Director of Facilities and Projects at 729-1548.