



Schenck High School

45 North Street
East Millinocket, ME 03340
(207)746-3511

2015-2016 Student Handbook

School Song
Schenck Alma Mater
By: George Himes, Jr.

Hail, Alma Mater
Let ev'ry loyal Schenck fan sing.
Altho' our song will end...fear not our spirit...
Make the rafters ring!
Forever firm, strong, united,
And always proud we will be.
So to the school that gave us faith and courage,
Here's a toast to thee.

School Colors..... Kelly Green and White
School Mascot.....Wolverine

Superintendent of Schools
Eric W. Steeves
746-3500

Principal
Catharine S. Steeves
746-3511

**Athletic Director/
Dean of Student**
John Montgomery
746-3511

Guidance Director
Schenck High School
Eric W. Steeves
746-3514

Special Services Coordinator
Opal Myrick Guidance
Stacia Smith
746-3500

Table of Contents

Absence Procedure	37
Affirmative Action Policy	11
After-school Procedure	36
Behavior Related Offenses	28
Breathalyzer Use	16
Co-Curricular Activities	49
Daily Bell Schedule	13
Dances	46
Definitions	7
Directory Information	10
Dismissals	42
Drug and Alcohol Use by Students	15
Early Release Bell Schedule	14
Equal Opportunity Affirmative Action	11
Extra-Curricular Activities	49
Filing Claims	44
Fire Drills	36
Fund Raising	22
Grading Policy	22
Graduation Requirements	24
Guidance Department	20
Habitual Truancy	42
Highly Qualified Teacher Information	8
Homework Policy	25
Honor Roll	23
Honor Status for Graduation	23
Insurance	44
Internet-Acceptable Use Policy	47
Late Bus	48
Lunch	37
Make-Up	42
Medications in School	43
Mission Statement	7
Nondiscrimination and Harassment	12
Notice	7
Notification of Rights under FERPA	9
Offenses	28
Online/Plato Courses	22
Phone Calls	36
Progress Reports	24
Promotion and Retention	23

Range of Consequences for Discipline and offenses	27
Report Cards	24
Schenck High School OPT-OUT Provisions	25
School Cancellation	15
Senior Privileges Regulations	45
Sexual Harassment	12
Student Code of Conduct	26
Student Conduct/Behavior/Discipline/Expulsion	26
Student Interrogations, Searches, and Arrests	19
Student Schedules and Change Procedures	20
Students Over Eighteen	48
Study Hall Rules	44
Tardiness	41
Textbooks	35
Tobacco Use/Possession	17
Vehicles/Parking	35
Visitors	36
Work Permits	48



Table of Contents to the Following Offenses:

Alcohol Violation	28
Arson/Fire	28
Bullying	28
Bus Misbehavior	28
Cheating/Academic Dishonest.....	29
Computer/Electronic Communication Misuse.....	29
Cutting Class.....	29
Defamation.....	29
Destruction of Property/Vandalism	29
Discrimination	29
Disrespect Toward Adults	30
Disruption, Classroom	30
Disruption, Inciting and/or Participating	30
Disruption, School	30
Dress Code	30
Dress Code - Physical Education.....	30
Drug Violation	30
Electronic Devices	31
Extortion/Strong-Arming/Blackmail	31
Failure to Serve Assigned Consequences	31
False Alarms/Bomb Threats	31
Fighting	31
Fireworks or Explosives	31
Food, Beverages, and Gum Chewing	31
Forgery	31
Gambling	31
Harassment.....	32
Hazing	32
Indecent Exposure.....	32
Insubordination	32
Intimidation.....	32
Leaving School Grounds w/out Permission.....	32
Locker Misuse.....	32
Physical Attack on Staff	33
Physical Attack on Students or Others	33
Physical Education Dress Code	33
Profanity.....	33
Prohibited Articles	33
Public Display of Affection	33

Refusal to Obey School Rules	33
Sexual Activity	33
Sexual Harassment.....	33
Skateboarding, Rollerblading, Bicycling, ATV, Loitering.....	34
Spitting.....	34
Student Publications	34
Stalking	34
Tardiness.....	34
Theft.....	34
Threat to Staff or another student, Physical or Verbal	34
Physical or Verbal.....	34
Trespassing	35
Weapons Violations.....	35

***Schenck High School &
Opal Myrick Elementary School***
Values

Individuals who display **FAIRNESS** conform to the rules and are without bias.

Individuals who are **COMPASSIONATE** show a feeling or emotion, when a person is moved by the suffering or distress of another, and by the desire to relieve it.

Individuals who display **HONESTY** are free of deception, truthful, genuine, marked with integrity, honorable and sincere.

Individuals who display **RESPONSIBILITY** are answerable, accountable (to another for something), capable of fulfilling an obligation or trust; are reliable, trustworthy.

Individuals who display **RESPECT** show a deferential regard or esteem felt towards a person or thing.

Individuals who display **COURTESY** are civil, polite and marked by respect for others.

Schenck High School Mission Statement

East Millinocket Schools will empower our students to dream, aspire, and achieve.

Rev. 3/2014

The rules in this handbook and the policies of the East Millinocket School Board do apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

The principal is authorized to make exceptions to the handbook rules when justice so requires. The principal also reserves the right to change the terms of the handbook at any time without notice. If an inconsistency between the handbook and board policy arises, the board policy will govern.

NOTICE

The reader should take notice that while every effort is made to ensure the accuracy of the information proved herein, Schenck High School reserves the right to make changes at any time without prior notice. The School provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

DEFINITIONS

“Parent” also means guardian; “Principal” also includes his/her designee; the term “School facilities” includes buildings, grounds, buses and other school property; the term “School-sponsored activity” includes all school-sponsored or approved activities whether they are held on or off school grounds.

HIGHLY QUALIFIED TEACHER INFORMATION

You are being provided with this information as one way to fulfill our obligations under the "Parents' Right to Know" requirements of the federal No Child Left Behind Act (NCLB). Under these requirements, Title I teachers must meet general qualifications as well as the specific requirements of the subject they are teaching. This means we will be informing parents whenever a child is taught for four consecutive weeks by a Title I teacher who does not meet the new federal definition of "Highly Qualified".

Maine has some of the most qualified teachers in the country, and we are extremely proud of our teaching staff. We work hard to assure that every class has a teacher with the appropriate background, experience, and credentials for his or her current teaching assignment.

We believe that a caring, competent, and qualified teacher for every child is the most important ingredient in education reform, and we want to assure you that we consider all our teachers to be fully qualified for their positions. All of our teachers are currently entitled to teach under Maine's strict certification requirements. All of our teachers have college degrees and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities, and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

Additional information about the NCLB Act, as well as the qualifications of your child's teachers is available upon request. Please contact your child's principal if you have questions or would like further information.

Opal Elementary School: 746-3511
Medway Middle School: 746-3470
Schenck High School: 746-3511

Working with parents is an important aspect of our efforts to help students learn, and we welcome your interest.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford 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 (or appropriate school official) a written request that identifies the record(s) 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 is inaccurate or misleading. Parents or eligible students may ask East Millinocket School Department to amend a record that they believe is inaccurate or misleading. They should write the school Principal or superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If East Millinocket School Department decides not to amend the record as requested by the parent or eligible student, East Millinocket School Department 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 is a person employed by East Millinocket School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on School Board; a person or company with whom the East Millinocket School Department has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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.

Upon request, East Millinocket School Department discloses education records, including special education records, without prior consent of the parent or guardian to officials of another school district in which a student seeks or intends to enroll. A copy of all the student's education records must be sent to any school administrative unit to which a student applies for transfer.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

DIRECTORY INFORMATION

The school may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information:

“Directory information” includes the following information related to the student: Name, date, place of birth, address, telephone number, grade, dates of attendance, field of study, weight and height of members of athletic teams, participation in officially recognized activities/sports, awards and honors received, and post-secondary school in which the student intends to enroll.

Such information will not be disclosed if the parent or the student or an eligible student informs the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at the following address:

45 North Street, Suite 2
East Millinocket, Maine 04430

Federal law permits military recruiters to request and receive the names, addresses and phone numbers of high school students upon request, unless the

student's parent specifically notifies the school that he or she does not want such information released. Such information will not be disclosed if the parent of the student or an eligible student notifies the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information should not be released without consent. Any such notice should be sent to the Superintendent of Schools at the above address.

Under Maine law, schools shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parent's name.

Information from academic and statistical records will not be released to persons other than authorized school personnel without prior written consent.

Schenck High School forwards educational records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

EQUAL OPPORTUNITY

East Millinocket School Department does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

AFFIRMATIVE ACTION POLICY

It is the policy of East Millinocket School Board to insure equal employment and educational opportunities and affirmative action regardless of race, sex, color, national origin, marital status, age, handicap, or religion in accordance with all federal and state laws and regulations relative to discrimination.

SEXUAL HARASSMENT

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

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students are considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Title IX Coordinator will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents, shall be informed of this policy.

NONDISCRIMINATION AND HARASSMENT

Harassment and discrimination is prohibited. Harassment and discrimination includes, but is not limited to, verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, and disability.

DAILY BELL SCHEDULES

FALL OF 2015

Bell Schedule Schenck High School

Region III students will need to be here no later than 7:40 to get on their bus to Lincoln.

7:50	First Bell	
7:57	Tardy Bell to Block 1	
7:57 – 8:07	Pledge of Allegiance, moment of silence, & announcements	
8:11 – 9:30	Block 1	79 minutes
9:34 – 10:53	Block 2	79 minutes
10:53 – 11:23	Lunch A	30 minutes
10:57 – 12:16	Block 3A	79 minutes
11:27 – 12:46	Block 3B	79 minutes
12:16 – 12:46	Lunch B	30 minutes
12:50 – 2:09	Block 4	79 minutes
2:15 – 3:05	Detention	50 minutes
	Monday, Wednesday, and Thursday	
3:10	Late Bus	

Bell Schedule Opal

7:45	First Bell
7:50	Tardy Bell
11:28 – 11:48	First Lunch
11:55 – 12:14	Second Lunch
2:05	Dismissal Bell
3:10	Late Bus

EARLY RELEASE SCHEDULE

Hot Lunch will not be served on Early Release Days.
Grades K – 4 schedules will remain the same except
DISMISSAL will take place at 10:45.
Specials will not take place on the Early Release Days unless otherwise notified.

Grades 9 – 12

7:50	First Bell	
7:57	Tardy Bell to Block 1	
7:57 – 8:07	Pledge of Allegiance, moment of silence, & announcements	
8:11 – 8:49	Block 1	38 minutes
8:53 – 9:31	Block 2	37 minutes
9:34 – 10:05	Block 3	37 minutes
10:08 – 10:40	Block 4	37 minutes

2 HOUR DELAY SCHEDULE

9:50 - 9:57 First Bell
9:57 - 10:07 Homeroom
10:11- 10:30 Block 1 19 minutes
10:34 - 10:53 Block 2 19 minutes
Continue with regular schedule.

1 HOUR DELAY SCHEDULE

8:50 - 8:57 First Bell
8:57 - 9:07 Homeroom
9:11 - 10:00 Block 1 49 minutes
10:04 - 10:53 Block 2 49 minutes
Continue with regular schedule

SCHOOL CANCELLATION

Due to inclement weather or other unforeseen events, school at times is canceled. Each home served by East Millinocket & Medway School Departments will be called by **Alert Now** to notify parents and students of school day cancellations. Local radio and television stations will broadcast that information.

If there is no school in RSU #67 (Lincoln) Region III Vocational classes will not meet. Schenck High School students will report at their regular time at Schenck for their classes.

DRUG AND ALCOHOL USE BY STUDENTS

NEPN/NSBS CODE:JICH

The use, abuse and dependency of mood altering chemicals (including alcohol) are one of today's major community problems. East Millinocket School Board recognizes chemical dependency as a treatable disease whose progress can be arrested. It is the responsibility of the school to provide students with learning experiences and skills, which will help them to function successfully in a rapidly changing society without the use or abuse of alcohol or other drugs. East Millinocket School Board recognizes its responsibility to establish policies and procedures for chemical dependency education, prevention, and early intervention for its employees and students. East Millinocket School Board believes that its primary responsibility regarding substance abuse is to present a curricular program concerning chemical use, abuse, and dependency to all pupils K-12. Efforts will be made to familiarize the pupils with the disease concept of chemical dependency, the effects of chemical use and abuse on the whole person, the effects of chemical abuse on the family, and the nature of the law regarding particular chemical use and/or abuse. East Millinocket School Board believes that an active curricular program is the best possible measure the school can take toward preventing individuals from becoming chemical abusers or chemically dependent. East Millinocket School Board will commit the resources of the union toward enveloping, implementing, and maintaining such a curriculum and will devote resources toward providing continuous in-service in this area for staff.

East Millinocket School Board recognizes that despite the curricular efforts, some individuals will become chemical abusers and/or chemically dependent. East Millinocket School Board will encourage the individual to seek help and will aid the person and/or the family while the person is receiving help. East Millinocket School Board will honor the confidential nature of the medical records of employees and students who suffer from chemical dependency (includ-

ing alcoholism) and will share such information where medically necessary with the consent of the individual or the individual's parent or guardian.

BREATHALYZER USE AT SCHOOL & STUDENT SOCIAL EVENTS

Students who consume alcohol pose a direct safety risk to themselves, staff, other students and the community-at-large.

In order to ensure a safe environment, the Board authorizes building principals and their designees to administer breathalyzer tests to students on school property or vehicles or while they are attending school-sponsored events, wherever such activities take place, when there is a reasonable suspicion that a student has consumed alcohol. Reasonable suspicion may include, but is not limited to, a student's physical impairment, odor of alcohol, unusual behavior, bloodshot or glassy eyes, or any other behavior or information that leads the Principal/designee to suspect that the student has consumed alcohol.

A breathalyzer reading indicating that a student has consumed alcohol will be used, along with any other relevant information, in determining that a violation of school policy has occurred. Students shall be disciplined in accordance with the Board's Drug and Alcohol Use by Students Policy. A student who refuses to take a breathalyzer test when a Principal/designee has reasonable suspicion that he/she may be under the influence of alcohol may be disciplined.

Cross Reference: JICH - Chemical Dependency, JICHA - Alcohol and Chemical Abuse Policy and Procedure, JJ - Extra and Co-Curricular for High School,

1st Reading: February 2, 2010

Adopted: Second reading and adoption March 2, 2010

TOBACCO USE AND POSSESSION

In order to promote the health and safety of all students and staff and to promote the cleanliness of all facilities, the East Millinocket School Board, hereinafter referred to as the "Board," prohibits smoking and the use of all other tobacco products in school buildings, facilities, and on school buses during school-sponsored events and at all other times on school grounds by all persons, including students, employees, and visitors.

The East Millinocket School Department and property shall be tobacco-free 24 hours a day, 365 days per year. This includes all days when school is not in

session and all functions taking place on school grounds, such as athletic functions and other activities not associated with, or sponsored by, the school.

In addition, students are further prohibited from possessing, selling, distributing, or dispensing tobacco products in school buildings, facilities, and on school grounds and buses during school-sponsored events and at all other times.

Employees and all other persons are also strictly prohibited, under law and this Board's policy from selling, distributing or in any way dispensing tobacco products to students.

The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to this Board's "Tobacco Use and Possession" policy.

I. PROHIBITED CONDUCT

The use, possession, sale, dispensing or distribution of tobacco products by all students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses, and at all other times.

II. ENFORCEMENT

In order to enforce the tobacco products policy, the following guidelines shall be utilized by the Principal of a school in which prohibited conduct occurred. The Principal shall report any violations of this policy/procedure, as promptly as practical, to the Superintendent.

III. SMOKING REGULATIONS FOR HIGH SCHOOL STUDENTS

GRADES 9-12

Smoking and the use, possession and sale of tobacco products are prohibited by school policy in school buildings, on school grounds, on school buses, and at school-sponsored functions at all times by all persons.

Smoking, possession, distribution, sale or use of tobacco products

1. First Incident

- a. Confiscate material
- b. Notify parent/guardian
- c. Two (2) days of suspension

2. Second Incident

- a. Confiscate material
- b. Notify parent/guardian
- c. Refer the student for assessment
- d. Five (5) days of suspension

3. Third Incident

- a. Confiscate material
- b. Notify parent/guardian, hold conference with Principal
- c. Refer the student to the substance abuse counselor or tobacco intervention person
- d. Ten (10) days of suspension
- e. The student will not be allowed to participate in any extracurricular activity during suspension.

SUBSEQUENT OFFENSES MAY BE REFERRED TO THE SUPERINTENDENT OF SCHOOLS FOR FURTHER ACTION.

IV. STUDENT REFERRAL TO LAW ENFORCEMENT AGENCY

The Superintendent or his/her designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as he/she may deem necessary. However, the Superintendent/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing or distributing tobacco products.

The local authorities will be informed of incidents where the law has been violated. In instances of extremely violent behavior or violation of state or federal law, law enforcement officials contacted by local school officials may remove the student from the school.

A student may be expelled from school for a period of time in excess of ten days for serious infractions of school policies. The student will be afforded procedural due process during a hearing conducted by the school board.

STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS

NEPN/NSBA CODE: JIH

The board recognizes its responsibility to ensure that discipline is maintained in the schools and that a safe, orderly environment conducive to the educational process is preserved. Therefore, school officials may question and conduct rea-

sonable searches of students, their personal property and their vehicles, when, in administrations judgment, there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the policies or regulations of the school. The search must be reasonably related in scope to the circumstances, which precipitated the search and must not be excessively intrusive in light of the age and sex of the student and the nature of the alleged infraction.

The board authorizes school administrators or their designee to inspect a student's locker and/or desk when administrators have reason to believe that the locker or desk is improperly used for the storage of any substance or item which is in violation of the law or policies or regulations of the schools. When deemed necessary for the general welfare of the school, searches of all lockers and desks, or random searches, may be conducted by school administrators and/or by canine patrols.

A student's person and/or personal effects may be searched whenever a school administrator or designee has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a personal search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking areas and inspections of the exteriors of automobiles on school property. The interior of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a warrant.

The rules/policies for substance abuse are noted in the Extra/Co-Curricular Policy.

GUIDANCE DEPARTMENT

The Guidance Department of Schenck High School exists to provide various services for you as you attempt to orient yourself to our shifting society and meet demands made of you in and beyond high school.



The Department is equipped to help you with problems you might have, whether an educational, vocational, or a personal matter.

STUDENT SCHEDULES AND CHANGE PROCEDURES

A great deal of thought and effort by students, parents, teachers, and the Guidance Director goes into preparing schedules. Selecting an academic program of study is a serious matter that has implications for the student far beyond high school and any alteration or change in a schedule must be done with careful consideration. At Schenck there are two program areas of study: college preparatory and technical preparatory. All students are required to take a minimum of six (6) one-credit courses at all times during the school year.

Should a student desire to change his or her schedule after all original paperwork has been completed, the following procedures apply: The student will meet with the Guidance Director to discuss the change. Should the director believe the student's decision is based upon sound academic reasoning he will present the student with an add/drop slip to be completed and signed by the student's parents and teachers. Requests to change classes in order to avoid certain teachers, be in classes with friends, or to structure classes for senior privilege purposes are not considered sound academic reasons for changing courses. In some instances, at the request of teachers or administrators, parents may be contacted to meet with the participants involved to discuss the proposed changes. The Principal will be notified about all changes and all course changes will be subject to his final approval. Students will continue with their present schedules until all paperwork is completed and they are provided with a new schedule. Students are accountable for all academic work and attendance until the new schedule is complete and will attend their regular classes until final approval is officially granted for the course change. In addition, students may be required to complete make-up work for the new class that they may have decided to take.

Students are not to change classes or stop attending classes until all approvals are confirmed in writing. A student withdrawing from a course after five (5) weeks and having a grade average below "70", will have a failing grade reported on his/her rank card and high school transcript. Courses may not be added after the third week of school or a semester without the express written approval of the involved faculty members, the Guidance Director, the parents of the student, and the Principal.

It should be noted that school officials and teachers in order to adjust class size or to overcome scheduling conflicts and other educational issues, may initiate change in a student's schedule. Under no circumstances are students to change classes until all paperwork is complete and the Guidance Director has given them authorization.

Change(s) in course(s) will be limited to the first two weeks of the school year.

GRADING POLICY

Schenck High School uses a numerical grading system. Grades below 70 are failing grades. The grades of students transferring to Schenck High School will be converted in accordance with the following scales:

A+ (98-100)	B+ (90-92)	C+ (82-84)	D+ (73-74)
A (95-97)	B (87-89)	C (78-81)	D (71-72)
A- (93-94)	B- (85-86)	C- (75-77)	D- (70-)
			F (69-0)

All pass (P) or fail (F) courses shall not be included in the computation of class standing. All courses (except support group and gifted and talented) shall be included in computing class standing. Summer school courses, correspondence courses, university level courses, private school courses, and adult education courses may be used in the computation of class standing as long as the Principal has approved the course for inclusion prior to student enrollment in the course. Credit will be awarded on the basis of one high school credit for each three-credit college course.

ONLINE & PLATO COURSES

Online and Plato courses, if taken to fulfill graduation or elective requirements, will be used in determining eligibility. In order to be considered for academic and/or extracurricular, a Plato or online course needs to have a minimum of 25% completed by the end of the first quarter, 50% completed by the end of the second quarter, 75% completed by the end of the third quarter, and 100% completed by the cutoff date late in May (two weeks prior to graduation) that is used to determine graduation status. All online or Plato courses will be graded on a Pass/Fail grade for each quarter. Grades in these courses will not be calculated for class ranking purposes. However, some online courses such as AP-For-All and those offered and approved for credit and academic reporting purposes, may involve either numerical or letter grades. Courses in this category must be approved by school administration, and all these grades will be treated as regular

Schenck High School curriculum courses and are under the auspices of the school handbook.

HONOR ROLL

An honor roll for grades 9 –12 will be established each quarter. High honors will be grades 93 and above; honors will consist of all grades 85 and above. High honors in a standard based class will consist of a grade of 3.2 and above. Honors in a standard based class will consist of all grades of 2.75 and above.

HONOR STATUS FOR GRADUATION

In order to be able to receive recognition/status as an honor student and thus receive an honor cord/sash, a senior must have a cumulative grade point average of 90 or better by the end of the third quarter of their senior year. In order for an honor student to have one of the speaking parts during the graduation ceremony he/she will have satisfactorily completed at least an A.P. course, English 101, Psychology 101, or any other EMCC course where credit is awarded, by the end of his/her senior year.

PROMOTION AND RETENTION

To be promoted from Grade 9 to Grade 10, six (6) credits are required; from Grade 10 to Grade 11, twelve (12) credits are required; from Grade 11 to Grade 12, eighteen (18) credits are required.

<i>AS a FRESHMAN:</i>	<i>AS a SOPHOMORE:</i>	<i>AS a JUNIOR:</i>	<i>AS a SENIOR:</i>
English 9	English 10	English 11	Eng 12/101/Lit.
Physical Science	Biology	U. S. History	US Hist II/AP US Hist
Phys. Ed.	World Studies	Science	Four Electives
Math	Health	Math	*Fine Arts
Civics/Economics ²	Math	Two Electives	
One Elective	One Elective		

¹Students entering for or after the fall of 2012 will meet their computer literacy requirement within the core curriculum.

²Students entering for or after the fall of 2011 will complete civics/economics during the senior year.

***This must be completed before graduation**

A student must be enrolled as a full time student. Students must pass courses as indicated above. Required courses that are failed are rescheduled accordingly.

GRADUATION REQUIREMENTS



Twenty-four (24) credits will be required for Graduation.
The following courses and credits are required:

English	4 Credits
Mathematics	4 Credits*
Science	3 Credits
Social Studies	4 Credits
Fine Arts	1 Credit
Physical Education	1 Credit
Health	1 Credit
Electives	6 Credits

All credits earned by students in vocational courses, off campus programs, community service programs, and alternative education programs may be applied toward graduation with written permission from the Principal.

*** Students entering for or after the fall of 2014 will be required to have 4 years of math.**

PROGRESS REPORTS/REPORT CARDS

Report cards for high school students will be sent at the end of each quarter. Progress reports will be sent mid each quarter.

Parent access to grades, attendance, and homework are available through the PowerSchool portal by going to www.schenckhs.org. Usernames and passwords are supplied by the office staff at the High School.

HOMEWORK POLICY

The purpose is to reinforce what is taught in class, to promote new learning and to apply independently what was explained in class.

Its chief advantages are an opportunity for self-discipline, the development of specific skills, the acquiring of a responsible attitude, the opportunity to be stimulated and challenged scholastically and to increase understanding by the student.

Teachers should stress the value of homework, emphasize its importance, and use these assignments to increase course expectations, achieve goals and promote student responsibility.

The role of homework in preparing students of post secondary education is extremely important because it is the chief means of developing and improving good study habits needed when high school graduates are in a less structured environment.

If a student knows that they will be absent, they should ask for the assignments in advance from the teacher and pass them in upon returning to school. This applies to absences due to sporting events, medical appointments, extended vacation, all types of excused absences, etc. Refer to the Student Handbook under Excused Absences: "When students are excused from school to take part in any activity, all class work is due prior to dismissal, and the student must secure all assignments for the next day."

Each teacher has the responsibility to implement the school's homework policy in their courses. The teacher should use professional discretion in applying and adjusting this policy. It's the guiding principle so that all students will benefit educationally.

SCHENCK HIGH SCHOOL OPT-OUT PROVISIONS

There may be activities that a student may find objectionable due to religious, moral, or ethical belief. These activities might include biological dissection or a specific book. Student requests for exemption from such activities will be reviewed by the Principal, who will then render a decision. A substitute for the activity will be provided that meets many, if not all, of the same objectives.

FUND RAISING

All fund raising projects must be approved by the Principal.

STUDENT CONDUCT/ BEHAVIOR/DISCIPLINE/EXPULSION

Students who are in violation of school policy may be suspended from school for a period of time not to exceed ten (10) days per incident. No student under suspension is permitted to participate in any school activity and will not be allowed on school grounds. Prior to the suspension the student shall be given oral or written notice of the charge(s) against him/her. The student shall be given an opportunity to present his/her version of the incident.

STUDENT CODE OF CONDUCT

INTRODUCTION

The East Millinocket School Board is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible, and involved citizens.

To achieve this goal, Opal Myrick Elementary School and Schenck High School have established a set of expectations for student conduct. These expectations are based on the values identified by the community as essential to ethical and responsible behavior.

Fairness
Compassion
Honesty
Responsibility
Respect
Courtesy

The board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately.

Having considered the input of administrators, parents, students, and the community, the Board adopts this Student Code of Conduct ("Code"), consistent with the requirements of 20-A MRSA 1001(15) (adoption of Student Code of Conduct)

The Code applies to students who are on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

Adopted: January 14, 2003

**A MULTI-LEVEL APPROACH:
RANGES OF CONSEQUENCES FOR DISCIPLINE AND BEHAVIOR
RELATED OFFENSES**

Discipline and Behavior Related Offenses and Consequences

The following range of consequences should apply in most circumstances. In unusual or extreme cases, this range may not be appropriate. For cases involving absence, truancy, class cutting, tardiness to school or class the intention is not to remove the student from the school or the classroom setting except in extreme circumstances. All attendance related offenses must be dealt with in accordance with the Board of Education attendance policy.

Range I - Options

Verbal reprimand
Time-out or out of classroom
Loss of privileges
Teacher/administrator conference with the student

Range II - Options

Detention or an alternative at the teacher's discretion
Notify parent/guardian
Administrator conference with the student

Range III - Options

Modified day
In-school suspension
Notify parent/guardian

Range IV - Options

Suspension
Alternative placement
Notify Parent/guardian

Range V – Options

Expulsion

Expulsion is a direct result of school board action.
(Parent/guardian notification required)

Loss of credit for an assignment or course may be appropriate in addition to any of the above consequences. Restitution for loss or damage may be requested in addition to any of the above consequences. Where appropriate, law enforcement will be involved.

Offenses

Alcohol Violation

Possession or use of any alcoholic substance; including possession with intent to sell, give, deliver, or distribute.

Range IV to V

Arson/Fire

Attempting to, aiding in, or setting fire to a building or other property.

Range IV to V

Bullying

Using strength or power to harm or intimidate.

Range I to V

Bus Misbehavior

Any violation of school system policy, or bus driver rules occurring on a school bus.

Range I to IV

Cheating/Academic Dishonesty

Copying, plagiarizing, altering records, or assisting another in such actions.

Range I to IV

Computer/Electronic Communication Misuse

Any unauthorized use of computers, software, or internet/intranet account to access internet/intranet, accessing inappropriate websites, misuse of a website, internet account or internet/intranet resource.

Range I to V

Cutting Class

Unexcused absence from a class or school activity.

Range II to IV

Defamation

False or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.

Range II to IV

Destruction of Property/Vandalism

Damage, destruction, or defacement of property belonging to the school or others. This includes tampering with fire safety-equipment, such as fire extinguishers.

Range I to IV

Discrimination

Use of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.

Range II to V

Disrespect Toward Adults

Inappropriate comments or physical gestures to teachers, staff members, or other adults in the school community.

Range II to IV

Disruption, - classroom

Behavior that interferes with the learning of others in any learning environment.

Range I to IV

Disruption, inciting and/or participating

Behavior disturbing the atmosphere or order

Range I to V

Disruption - school

Behavior that interferes with the safe and orderly environment of the school or school activity.

Range I to IV

Dress Code

Any clothing or accessory with an inscription, symbol or design promoting or depicting illegal substances, alcohol, tobacco, illegal or indecent activity or profanity is not acceptable. **Clothing which exposes one's undergarments, the body's chest (to include cleavage), and/or stomach area is not permitted. The bottom hem of shorts and skirts will not extend above the end of the fingertips when the arms are held straight down at the sides. Jeans with**

holes that extend above the end of the fingertips will not be accepted. Leggings are prohibited unless top extends to bottom of fingertips when arms are held straight down. Students are not allowed to wear hats, hoods, bandanas, visors or other head covering garments, sleepwear, and slippers during school hours. Proper footwear must be worn in the building at all times. Flip flops are allowed as footwear.

Students in lab situations must remove all jewelry from their person and must tie their hair back.

Range I to IV

Dress Code - Physical Education

All students will be required to wear proper gym clothing: shorts, t-shirts, socks, and sneakers. Jewelry, including earrings, and body-piercing jewelry, will not be allowed during physical education classes.

Range I to IV

Drug Violation

Possession or use of (including possession with the intent to sell, give, deliver, or distribute) and inhalants or other intoxicants, controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alikes, and substances represented as controlled dangerous substances, or drug paraphernalia.

Range IV to V

Electronic Devices

It is at the discretion of the teacher whether you will be allowed to use cellular telephones, iPads, iPods, or other electronic devices. Any additions or exceptions to this policy must be approved by the Principal. Abuse of these privileges will then become eligible for disciplinary action.

Range I to IV

Extortion/Strong-arming/Blackmail

The process of obtaining property from another, with or without that person's consent, by wrongful use of force, fears, or threat.

Range IV to V

Failure to Serve Assigned Consequences

Failure to serve detention, suspension, or other assigned consequences.

Range II to V

False Alarms/Bomb Threats

Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

Range IV to V

Fighting

A hostile confrontation with physical contact involving two or more students.

Range III to V

Fireworks or Explosives

Possession, use, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances, or combination of substances or articles.

Range IV to V

Forgery

To use, make or reproduce another's signature for deceptive purposes.

Range II to IV

Gambling

Wagering money or property.

Range I to IV

Harassment

A sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.

Range II to V

Hazing

Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club, or team.

Range IV to V

Indecent Exposure

Exposure to sight of the private parts of the body in a lewd or indecent manner.

Range III to V

Insubordination and Uncooperative Behavior

Refusing to follow reasonable directions of teachers, staff, administration, including failure to identify self. Intentional failure to participate cooperatively in a school or class activity.

Range II to IV

Intimidation

Engaging in actions or statements that put an individual in fear of bodily harm.

Range I to IV

Leaving School Grounds Without Permission

Leaving school grounds during regular school hours without written or verbal permission from parent/guardian or someone listed on the emergency procedure card. All students must be dismissed by the main office. When a student boards the school bus and/or arrives on school property, they are considered to be in school and then must follow school dismissal procedures.

Range III to IV

Locker Misuse

Lockers are school property that students are provided with for convenient storage. **The school retains the right to open and to inspect lockers and their contents at any time for any reason.** Therefore, students should not expect that items stored in their lockers would be kept private. Students are expected to use the locker assigned to them.

Range I to IV

Physical Attack on Staff

Aggressive action with physical contact directed at school staff while on school grounds or at a school-sponsored event, including a situation where a staff member is intervening in a fight or another disruptive activity.

Range IV to V

Physical Attack on Students or Others

Aggressive action, with physical contact, directed at another person, student, or non-student on school grounds or at a school-sponsored event.

Range IV to V

Profanity

Using vulgar or abusive language, cursing, or swearing

Range I to IV

Prohibited Articles

Students are not to have in their possession cigarette lighters, matches, or other tobacco paraphernalia.

Range II to IV

Public Display of Affection

Engaging in public displays of affection are inappropriate at school or school-sponsored activities.

Range I to IV

Refusal to Obey School Rules

Failure to comply with school rules, regulations, policies, and/or procedures.

Range I to V

Sexual Activity

Behavior of a sexual nature including consensual sexual activity; possession of pornographic materials.

Range II to IV

Sexual Harassment

Unwanted and inappropriate verbal, written, or physical conduct of a sexual nature directed toward others.

Range II to V

Skateboarding, rollerblading, bicycling, ATV, or loitering

These activities are not allowed on school property

Range I to IV

Spitting

Spitting is prohibited on school property.

Range I to IV

Student Publications

All school-sponsored student publications must be approved the Principal prior to publication

Range I to IV

Stalking

A malicious course of conduct that includes approaching or pursuing another person with the intent to place that person in reasonable fear of serious bodily injury or death; or that a third person will likely suffer serious bodily injury or death.

Range IV to V

Tardiness

Lateness to school or class. **Students are allowed three (3) unexcused tardies per school year. Upon the 4th unexcused tardy and every subsequent tardy, students will be assigned a detention.**

Range I to IV

Theft

Taking or obtaining property of another without permission or knowledge of the owner.

Range II to V

Threat to Staff or another Student – Physical or Verbal

Expression, conveying by word or action, of intent to do physical harm to a staff or student member.

Range IV to V

Physical or Verbal

Expression, conveying by word or action, of intent to do physical harm to another student.

Range IV to V

Trespassing

Unauthorized presence on school property including while on a restrictive trespass, suspension or expulsion. This includes being in an unauthorized area, such as areas that are off limits to students.

Range II to V

Weapons Violations

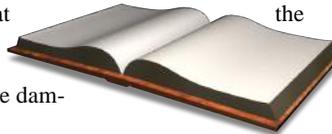
Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes **all guns, including pellet and BB guns, all knives, and any implement, visible or concealed, possessed under a circumstance**, which would reasonably lead a person to believe it could be used as a weapon.

Range IV to V

It is noted that students can be held accountable for their actions off campus if their actions have a negative, direct impact on their school, programs, other students, or staff. Appropriate consequences will apply.

TEXTBOOKS

The School System provides textbooks for all students in the system at no cost. Every student is obligated to give his/her books the best of care. They are to be used for a normal period of time. Students are required to have book covers on all school texts. Book covers are available in the Principal's Office and the Library. The carrying of papers in a book is injurious to the binding; such a practice should be avoided. The loss of books should be reported immediately to the subject teacher. Students must return textbooks at the end of the school year or pay for the book. Books are also expected to be returned in reasonable condition or students will be billed for the damage.



VEHICLES/PARKING

It is a privilege to bring a vehicle to school. Vehicles are to be parked in the **designated student parking areas and may be towed at the owner's expense if they are not parked in the proper designated parking area.** The privilege of parking or driving a vehicle on school grounds may be revoked if the driver:

1. Operates the motor vehicle in such a manner to endanger life or property.
2. Operates in excess of fifteen miles per hour on school grounds.
3. Failure to park in designated parking.

Vocational students must use the transportation system provided by Region III. One-day exceptions may be granted with permission from the parent/guardian, vocational director, and the Principal.

AFTER SCHOOL PROCEDURE

Students should remain after school only for help from a teacher, the Guidance Director or if they have an after school activity.

FIRE DRILLS

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the alarm sounds, students will immediately stand and file out of the room single file. No one is to pass another or break the line of march. Running is not permitted. The first students to reach an outside door are to hold that door open until all others have left the building. Students should leave the driveways in and around the building clear of any obstructions so that emergency equipment may travel freely and unhampered.

VISITORS

Parents are always welcome and should report to the office prior to their visits. Student-age visitors are not typically granted permission to attend school when classes are in session. Prior approval for rare student-age visitors is required from the Principal. All other visits and visitors are discouraged.

PHONE CALLS

School telephones are business phones. We do make phones available to students for use as lines become open. Students may use their cell phones in the cafeteria during the regularly scheduled lunch period. To discourage the student use of cell phones during class time, we ask that parents/guardians and friends to not place a call/text to a student's phone during the school day. If you need to

Speak with that student please call the school office, and we will try our best to put you in touch with him or her.

LUNCH

Schenck High School has a closed campus during the lunchtime for all students. Students will not be allowed to leave the building during lunch. Refrigerators will be available for storage of cold lunch.

Students are responsible for their own clean up. Trash will be deposited in the proper receptacles. In case of a spill, the student is responsible for clean up.

Food and/or drinks are not to be taken from the cafeteria.

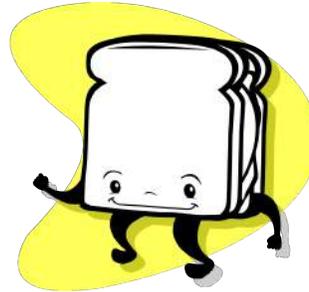
Students will not bring duffel bags and backpacks to the cafeteria.

Parents of student who have charged a lunch(s) will be billed on a weekly basis. After an individual's debt has exceeded \$50.00, the Food Service Director will submit the bill to a collection agency.

There will be NO charging of ala carte items!

Changes effective 9/2/2013

DUE TO STATE LAW GOVERNING SCHOOL LUNCH PROGRAMS, STUDENTS WILL NOT BE ALLOWED TO USE THE TELEPHONE TO ORDER A LUNCH DURING SCHOOL HOURS.



ABSENCE PROCEDURE

Students who are absent should have a parent/guardian call the school between 7:00 a.m. -- 9:00 a.m. on the day of the absence and give the reason for the absence. The level of truthfulness during this phone call is certainly a teaching moment between the adult at home and the student.

If the school is not called, a school official will attempt to contact the parent/guardian on the day of the absence.

Parents and/or Guardians, who have not been in contact with the school about this absence, must send a note explaining the absence to the school within two (2) school days of the **student's return** to school or the absence will be counted as unexcused.

Students who are absent shall not be permitted to attend extra/co-curricular activities the day of the absence unless excused in advance.

I. ATTENDANCE RATIONALE

The East Millinocket School Board recognizes that daily attendance is necessary for the successful attainment of classroom objectives. The school places primary responsibility for regular attendance upon the student and the family. The Board strongly encourages parents/guardians to emphasize punctuality and regular daily attendance. In turn, the school accepts responsibility for providing an educational climate and curriculum that enhances the learning process. Regular and punctual patterns of attendance will be required of each student enrolled at Schenck High School. It is recognized that absences from school may be necessary under certain conditions. **An absence may be considered excused, based on Section II immediately below, and when notification is received from the parent/guardian within two (2) school days of the student's return to school.** The opportunity to make up all class work and examinations missed will be extended to all students having an excused absence. *When students are dismissed from school to take part in any activity, the student must secure all assignments for the next day before being dismissed.*

II. ATTENDANCE RULES AND PROCEDURES

A. Excused absences as approved by State Law:

1. Personal illness (or the illness of a student's child) at the discretion of the administration, a note may be requested from a physician to confirm the illness. A note from a physician must be submitted after five consecutive school absences.
2. An appointment with a health professional.
3. Observance of a recognized religious holiday when that observance is required during the regular school day.

4. A family emergency.
5. Planned absences for personal or educational purposes, which have been pre-approved by the Superintendent of Schools (family vacations, etc.). **Family trips or vacations are not grounds for students to be excused from mid-year or final examinations.** It is recommended by the Administration that vacation trips be limited to one (1) vacation per school year.
6. **When absence from school is due to participation in a school activity, sporting events, medical appointments, or an extended vacation then the student's work is due to the teacher before dismissal. The student must also secure all assignments for the next day of school.**
7. Serving a school-imposed disciplinary suspension.
8. Absence due to a problem with school district transportation.
9. After 15 excused absences, a doctor's note may be requested.

See Section III for rules concerning absence reporting and make-up work.

B. Unexcused Absences/Tardiness and Parent Notification

1. All absences not listed in numbers 1-8 above are considered unexcused. Assignments missed because of an unexcused absence cannot be made up and will be recorded as a zero.
2. **Loss of credit due to unexcused absence:** after three (3) unexcused absences in a one-semester course or five (5) unexcused absences in a year-long course, the student will be denied credit in the course. Award of credit may be revisited by the Attendance Review Committee pursuant to Section II.D.
3. Communication between the home and the school will occur anytime a student is absent. Additionally, parents will be notified in writing whenever the student has two (2) unexcused absences in a semester course or four (4) unexcused absences in a year long course. With this notification parents will be asked to attend a conference that includes the student, a school administrator, the guidance counselor and at least one of the student's teachers to develop an attendance contract for the student tailored to his/her specific circumstances. The contract will specify the consequences for non-compliance. The Attendance Review Committee will determine what a timely manner shall be for completing all required work.

C. Attendance Review Appeal Process

1. A student and his/her parent may appeal the denial of credit in writing to the Principal within ten days of notification of denial.
2. A meeting will be scheduled between the student, his/her parents and the Attendance Review Committee. The Committee consists of the Principal or Assistant Principal, the student's guidance counselor, and one or more teachers of the student. The student and parent/guardian are expected to attend this meeting.
3. At the meeting, the student and his/her parents may explain why they think the credit denial should be waived and present any documentation they believe is relevant.
4. The awarding of credit is a matter of discretion for the Attendance Review Committee. Factors which the Committee may consider and include, but are not limited to, are the student's academic effort and performance in the class or classes affected; the student's overall academic effort and performance; the explanation provided for the absences, if any; and any extenuating circumstances which call for special consideration.
5. The Attendance Review Committee has the discretion to impose conditions to restore credits, including but not limited to lengthened school days to complete class assignments, extra work and detention time equal to the lost class time. Students who have lost credit due to excessive absences are expected to continue to attend classes through to their completion. Students will be receiving course grades to the end of that semester which will be recorded on student transcripts, although with no credit, and will become part of their grade point average. With the loss of credit, a grade of no lower than 60 will be recorded.
6. If the student and his/her parents are not satisfied with the Committee's decision, they may appeal the decision in writing to the Superintendent within 10 days of notification. The Superintendent will review the matter and make a determination in writing to the student and his/her parents. The Superintendent's decision is final.

III. ABSENCE REPORTING AND MAKE-UP WORK FOR EXCUSED ABSENCES/TARDIES

- A. Parents are required to notify the school in writing in advance of planned absences from school. This written request should be submitted at least one (1) week prior to the student's departure. Students are responsible for ob-

taining assignments from their teachers for planned absences and completing assignments as required.

- B. The student's parent is expected to call the school office on the morning of an unplanned absence (i.e. illness, emergencies, etc.). Students have two (2) school days to bring a note from their parent after an absence. If an acceptable note is not received in that time, an unexcused absence will be recorded.
- C. A note/appointment card from the student's health care provider verifying the appointment must be provided for any medical/dental appointment scheduled during the school day.
- D. In cases of an illness lasting three (3) or more days, or chronic irregular absences reportedly due to illness, a school administrator may request a physician's statement certifying such absences to be justifiable.
- E. If a student misses school because of an excused absence, he/she is expected to make up any assignments in accordance with his/her teacher's instructions.

IV. TARDINESS

- 1. Students who report to their first class after 7:57 a.m., will be required to have an admission's slip from the Principal's Office. Students should have a note from home or a phone call from a parent/guardian with a legitimate reason for their late arrival to school, or this will be considered an unexcused tardy.
- 2. Detention will be assigned when a student has **(4) four unexcused school tardies per school year and additional detentions will be assigned after each subsequent unexcused tardy.**
- 3. When a student accumulates seven (7) unexcused school tardies, parents will be notified by letter of the school's concern for habitual tardiness.
- 4. Habitual tardiness to school may result in a suspension from school.

DISMISSALS

Students must obtain a dismissal slip from the office if they find it necessary to miss a class or study period. If at all possible, students are asked to schedule

their appointments after school hours. Dismissals are considered an absence from any class that is missed.

MAKE UP WORK

Students with an excusable absence must make up all work missed on their own time. When students are absent from a class which meets every other day, the student is expected to see the teachers of the missed classes during the day on which they return to school. Students are responsible for handing in any work which is due the next time the class meets. The time allowed for make up is one day for each day absent. Extenuating circumstances may allow the Principal to grant a longer period of time to complete the make up work.

Any student receiving an incomplete on his/her report card will have ten (10) school days from the date of issue to complete any missed work.

HABITUAL TRUANCY

Students are truant when they are absent from school without a verifiable approved excuse. Maine Law states that habitual truants are students who have been absent for ten full days of unexcused absences or seven consecutive days of unexcused absences during a school year.

MEDICATIONS IN SCHOOL

Any time medication is to be taken or administered at school, the following conditions must be met:

- A. With the exception of inhalers and/or Epipens all medications must be brought to the school **by the parent, not the student**, in a clearly labeled container, preferably the original prescription bottle with the name of the child and the medication on it.
- B. Written instructions signed by the family physician will be required and will include:
 - 1. name of child
 - 2. name of medication
 - 3. reason for medication
 - 4. dosage
 - 5. specific area of application if medication is of a topical nature



6. time to be administered
 7. possible side effects, if known, and action to be taken;
 8. termination date for administering the medication (not to exceed the school year)
 9. a certification by the physician that the medication is necessary to the child's health and must be taken during school hours
- C. The parents provide a signed request form certifying that they are not available during school hours to dispense this medication (and an informed consent form where medication is to be administered by school personnel).
- D. For long-term situations, the medication certification and request to dispense expires at the end of each school year, unless terminated earlier by either the family physician or the parents. The certification and request can be renewed each year.
- E. The parent has the responsibility for informing the school in writing of any change in the child's health or change in medication.
- F. The responsibility for seeing a physician on a regular basis and following the physician's instruction rests with the parent. Failure to comply with the recommended protocol will be grounds for the school to discontinue the administration of the medication in questions.
- G. The East Millinocket School Department retains the discretion to reject any or all requests for the administration of medication.

INSURANCE

School accident insurance is available for all students. This insures against the loss from accidents during school time, school activities, and traveling directly to and from home. A twenty-four hour coverage for the full year is also available to students. All students participating in the athletic programs, lab courses, (i.e. chemistry, biology, home economics, industrial technology) must purchase the school accident insurance or verify by parental/guardianship signature that the student is covered by an accident policy before participation in the aforementioned can take place.

FILING CLAIMS

- Report your accident to the instructor in charge or to the school office immediately following it or as soon as possible.

- File your claim as soon as possible. **There is a time limit.**
- Claim forms are available in the office.

STUDY HALL RULES

1. Students must report to study hall on time.
2. Attendance will be taken at the beginning of each study hall.
3. Students will be required to bring adequate work to each study hall.
4. Students maybe assigned seats during study hall.
5. Passes to anywhere else must originate with the teacher requesting the student. The pass must state the time requested by the teacher and the time the student returned to study hall.
6. The administration may change any of these rules as necessary.



DANCES

Schenck High School dances are for Schenck High School Students and invited guests. **Guests are defined as:** Any student in grades 9-12 and they must not be 21 years old or older. Students are limited to one (1) guest. A list of guests with the name of the Schenck High School student inviting the guest is to be completed before the close of school several days before the day of the dance. Guests may be required to show proof of age.

A form will be available in the office several days before the dance so that students may sign up their guest. The above-mentioned list will be available to the ticket sellers and chaperones. Only those guests on the list and approved by the principal will be admitted to the dance.

Students leaving the building during a Schenck High School dance will not be readmitted. Dances will not begin before 7:00 p.m. and they will be finished no later than 10:00 p.m. The Winter Carnival Dance will be the exception. It will begin at 9:00 p.m. and end at 12:00 midnight. Students and guests will be admitted to Schenck High School dances **ONLY** during the first half hour of the dance. Dress for Schenck High School dances will be the accepted attire as during the school day. Exception will be made for dances of special occasions. **Any student who has been absent from school on the day of the dance will not be allowed to attend the dance that evening.**

SENIOR PRIVILEGES REGULATIONS

1. Parental permission is necessary prior to the commencement of senior privileges. This permission is solicited from all parents excluding those who are emancipated.
2. A student's behavior, attendance and grades from his/her junior year will be reviewed by the Principal prior to placing a student on Senior Privileges.
3. The Principal has the discretion to remove a student from Senior Privileges.
4. Senior Privileges list will be reviewed when progress reports and rank cards are issued.
5. Progress Reports must be marked "passing", with an average of "85" or better, in order to maintain Senior Privileges. An incomplete grade in any class disqualifies a student from receiving Senior Privileges.
6. **Attendance is compulsory for all regularly scheduled classes**, music lessons, class meetings, assemblies, lunch periods, study halls, homeroom, and **Blocks 1 and 4 each day**.
7. Seniors may not loiter outside of the school, in the hallways, or disrupt classes while on Senior Privileges. Seniors on Senior Privileges may go to the library, or a study hall when in school.
8. Students must maintain an average of "85" or better in each subject as reported on their rank cards in order to maintain Senior Privileges.
9. **Seniors may elect one study hall in their schedule for Senior Privileges. The study hall shall not be a Block 1 or Block 4.**
10. Students will be returned to their regular school program for the following violations:
 - a. Excessive tardiness.
 - b. An appreciable drop in grade - to be determined by the Principal.
 - c. Seniors whose parents receive a letter indicating that they are in danger of not graduating will immediately be returned to the regular school program.
 - d. Violations of any school policy.

The Principal will review any student's total record and will have the authority to remove any student from/or return any student to the Senior Privilege program should they feel that it is in the best interest of the student and/or the administration of school programs and policy.

INTERNET --- ACCEPTABLE USE POLICY

Student use of computers, iPads, networks and Internet services is a privilege, not a right. Students are required to comply with this policy and any other acceptable use or similar policies or procedures that may be adopted at the site or district level. Students who violate this policy, its regulations and/or supplemental policies or procedures may have their computer privileges revoked and may also be subject to further disciplinary and/or legal actions.



All East Millinocket School Department computers remain under the controls, custody and supervision of the district or its designee. The district reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

Student laptop computers are generally intended for in-school use. iPads are allowed to go home with a student provided they bring the iPad back to school each school day. District and building level procedures and rules will be adopted and followed in the same manner as are followed during the school day. Without obeying these rules and procedures, students will not be allowed to take their iPad home. iPad procedures and rules for home use will include clearly defined provisions for: insuring the equipment, permission forms, expectations for appropriate use, and orientation sessions for parents and students.

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

Before a student is extended access to school computers and Internet services, the student and the student's parent/guardian must sign and return the District's Student Computer and Internet Disclosure and Permission Form (Code: IJNDB-E). The school will retain the signed acknowledgement. The unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this

technology. The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules. The administration may also develop additional procedures/rules governing the day-to-day management and operations of the district's computer systems.

LATE BUS

Students are only allowed to board the late bus if they are staying for a sanctioned school activity or detention.

WORK PERMITS

Superintendent's office shall issue and revoke work permits for minor students as provided in Title 26, Chapter 7.

STUDENTS OVER EIGHTEEN

Regardless of age, all the same rules apply to all students as contained in this student handbook.

EXTRA-CURRICULAR ACTIVITIES

Soccer, boys and girls
Basketball, boys and girls
Baseball
Softball
Tennis, boys and girls
School Plays and Musicals
Cheering
Winter Carnival King and Queen Candidates

CO-CURRICULAR ACTIVITIES

Foreign Language Club
National Honor Society
FCCLA
Math League

Student Council
Pep Band
Show Choir

And any other student activity determined by the
Principal to be an extra or co-curricular activity.

