



Schenck High School

45 North Street
East Millinocket, ME 04430
(207)746-3511

2018-2019 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 &
Guidance Director
Eric W. Steeves
746-3500 or 746-3511

Principal
Curt Ring
746-3511

Athletic Director/
Dean of Students
John Montgomery
746-3511

Special Services Director
Stacia Smith
746-3500

Table of Contents

Absence Procedure	32
Affirmative Action Policy	8
After-school Procedure.....	31
Behavior Related Offenses	26
Breathalyzer Use	21
Co-Curricular Activities	15,38
Daily Bell Schedule.....	9
Dances	36
Definitions.....	6
Directory Information.....	7
Dismissals.....	35
Drug and Alcohol Use by Students	11
Early Release Bell Schedule.....	9
Equal Opportunity/Affirmative Action.....	8
Extra-Curricular Activities	15,38
Filing Claims	36
Fire Drills	31
Fund Raising	25
Grading.....	22
Graduation Requirements.....	24
Guidance Department.....	22
Habitual Truancy	35
Homework Policy	24
Honor Roll.....	23
Honor Status for Graduation.....	23
Insurance	35
Internet-Acceptable Use Policy	37
Late Bus	37
Lunch.....	32
Make-Up.....	35
Medications in School	35
Mission Statement	5
Nondiscrimination and Harassment.....	8
Notice	6
Notification of Rights under FERPA.....	6
Offenses.....	26
Online/Plato Courses.....	23
Progress Reports.....	24
Promotion and Retention.....	23
Range of Consequences for Discipline and Offenses	26
Report Cards.....	24
Schenck High School OPT-OUT Provisions.....	24
School Cancellation.....	10
Senior Privileges Regulations.....	36
Sexual Harassment	8
Student Code of Conduct.....	25
Student Conduct/Behavior/Discipline/Expulsion	25
Student Interrogations, Searches, and Arrests	21
Student Schedules and Change Procedures	22
Student Use of Cell Phones/Personal Electronic Devices.....	32
Students Over Eighteen	37
Study Hall Rules.....	36
Tardiness	34
Textbooks	31
Tobacco Use/Possession.....	11
Vehicles/Parking	31
Visitors	31

Work Permits.....	37
-------------------	----

Table of Contents to the Following Offenses:

Alcohol Violation.....	26
Arson/Fire	26
Bullying.....	26
Bus Misbehavior	27
Cheating/Academic Dishonest	27
Computer/Electronic Communication Misuse.....	27
Cutting Class	27
Defamation	27
Destruction of Property/Vandalism	27
Discrimination.....	27
Disrespect Toward Adults	27
Disruption, Classroom.....	27
Disruption, Inciting and/or Participating	27
Disruption, School.....	27
Dress Code	27
Dress Code - Physical Education.....	28
Drug Violation.....	28
Electronic Devices.....	28
Extortion/Strong-Arming/Blackmail	28
Failure to Serve Assigned Consequences	28
False Alarms/Bomb Threats	28
Fighting	28
Fireworks or Explosives	28
Food, Beverages, and Gum Chewing	28
Forgery	28
Gambling.....	29
Harassment.....	29
Hazing	29
Indecent Exposure	29
Insubordination.....	29
Intimidation	29
Leaving School Grounds w/out Permission.....	29
Locker Misuse	29
Physical Attack on Staff	29
Physical Attack on Students or Others	29
Physical Education Dress Code.....	29
Profanity.....	29
Prohibited Articles.....	30
Public Display of Affection.....	30
Refusal to Obey School Rules	30
Sexual Activity.....	30
Sexual Harassment	30
Skateboarding, Rollerblading, Bicycling, ATV, Loitering.....	30
Spitting	30
Student Publications	30
Stalking	30
Tardiness	30
Theft	30
Threat to Staff or another student, Physical or Verbal.....	30
Physical or Verbal	30
Trespassing.....	31
Weapons Violations	31

*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 feelings or emotions
- Are moved by the suffering or distress of another
 - Desire to relieve that distress

Individuals who display HONESTY:

- Are free of deception
- Are truthful, genuine, and marked with integrity
 - Are honorable and sincere

Individuals who display RESPONSIBILITY:

- Are answerable and accountable (to another for something)
 - Are capable of fulfilling an obligation or trust
 - Are reliable and trustworthy

Individuals who display RESPECT:

- Show a deferential regard or esteem towards a person or thing

Individuals who display COURTESY:

- Are civil and polite
- Are marked by respect for others

Schenck High School Mission Statement:

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

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.

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/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

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 Myrick 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.

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

Schenck High School

Region III students should here no later than 7:40 to get on the bus to Lincoln.

7:50	First Bell
7:53	Tardy Bell – Homeroom
7:53 – 7:58	Pledge of Allegiance, moment of silence, & announcements
8:01 – 9:03	Block 1 – 62 minutes
9:06 – 10:08	Block 2 – 62 minutes
10:11 – 11:13	Block 3 – 62 minutes
11:15 – 11:44	Lunch – 29 minutes
11:47 – 12:49	Block 4 – 62 minutes
12:52 – 2:12	Block 5 – 80 minutes (announcements)
2:15 – 3:05	Detention (Mon., Wed., Thur.) – 50 minutes
3:10	Late Bus

Opal Myrick Elementary School

7:45	First Bell
7:50	Tardy Bell
10:48 – 11:08	First Lunch
11:49 – 12:09	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 10:40

Specials will not take place on the Early Release Days unless otherwise notified

Grades 9 – 12

7:50	First Bell
7:53	Tardy Bell – Homeroom
7:53 – 7:58	Pledge of Allegiance, Moment of Silence, Announcements
8:01 – 8:29	Block 1 28 minutes
8:32 – 9:01	Block 2 29 minutes
9:04 – 9:33	Block 3 29 minutes
9:36 – 10:05	Block 4 29 minutes
10:08 – 10:40	Block 5 32 minutes

1-HOUR DELAY SCHEDULE

8:50	First Bell
8:53	Tardy Bell

8:53 – 8:58	Pledge of Allegiance, Moment of Silence, Announcements	
9:01 – 9:33	Block 1	32 minutes
9:36 – 10:08	Block 2	33 minutes
10:11 – 11:13	Block 3	62 minutes
Continue with regular schedule		

2-HOUR DELAY SCHEDULE

9:50	First Bell	
9:53	Tardy Bell	
9:53 – 9:58	Pledge of Allegiance, Moment of Silence, Announcements	
10:01 – 10:24	Block 1	23 minutes
10:27 – 10:50	Block 2	23 minutes
10:53 – 11:15	Block 3	22 minutes
11:15 – 11:44	Lunch	29 minutes
Continue with regular schedule		

SCHOOL CANCELLATION

Due to inclement weather or other unforeseen events, school will sometimes be canceled. Each home served by East Millinocket & Medway School Departments will be contacted by **an automated call** to notify parents and students of school day cancellations. Local radio and television stations will also 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 to Schenck High School at their regular time for their classes.

EAST MILLINOCKET SCHOOL BOARD POLICY

STUDENT DRUG, ALCOHOL AND TOBACCO USE (JICH & JICHR)

In order to promote the highest possible standards of learning, as well as the physical, social and emotional well-being of students, this policy is designed to: aid students in abstaining from the unlawful use of tobacco, alcohol and drugs; provide for early intervention when use is detected; and, provide disciplinary action when necessary. Compliance with this policy is mandatory.

Any school staff member who has reason to suspect that a student has violated this policy is expected to report the incident to an appropriate administrator immediately.

A. **Prevention**

School personnel (guidance counselors, teachers, administrators) will provide students with information and activities focused on abstaining from the use of alcohol, drugs and tobacco. Such information and activities will address the legal, social and health consequences of drug, alcohol and tobacco use and will provide information about effective techniques for resisting peer pressure to use illicit drugs, alcohol and tobacco. The staff at Opal Myrick Elementary School and Schenck High School will work in partnership with students, parents and local law enforcement to eliminate these risks for all students.

B. **Intervention**

The East Millinocket School Department has School Counselors to provide non-clinical chemical health assessments, assist students in addressing their harmful involvement with chemicals and in continuing their educational program. Information will be provided, as appropriate, about drug, alcohol or tobacco counseling and treatment, and programs that are available to students.

C. **Rules and Sanctions**

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of prohibited substances before, during and after school hours, at school, in any school building, on any school premises, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function (such as a field trip or athletic event) where students are under the jurisdiction of the school unit, or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools. Students are also prohibited, while at school or during school activities, from offering or accepting to furnish, sell, receive or buy prohibited substances at a location off school premises.

The term “prohibited substance” shall include, but not be limited to:

1. Alcohol;
2. Scheduled drugs (as defined in 17-A MRS § 1101);
3. Controlled substances (as defined in the federal Controlled Substance Act, 21 USC § 812);
4. Tobacco products of any kind, which for the purpose of Board policy includes electronic smoking devices (devices used to deliver nicotine or any other substance to simulate smoking through inhalation of vapor or aerosol from the device, including but not limited to devices manufactured, distributed, marketed or sold as an electronic cigarette, electronic cigar, electronic pipe, electronic hookah or so-called vape pens).
5. Prescription drugs not prescribed for the student and/or not in compliance with the Board’s policy on administering medications to students (see Board Policy JLCD);
6. Any substance possessed or used for ingestion to produce an intoxicating effect (including but not limited to aerosols, paints, solvents and glue);
7. Steroids or any substance on the Maine Department of Health and Human Services list of banned performance enhancing substances;
8. Paraphernalia – implements used for distribution or consumption of a prohibited substance; or
9. Any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section.

Any violation of the terms of this policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the Board. Law enforcement authorities may also be notified of violations of this policy. Students who participate in co or extra-curricular activities are also subject to additional rules and sanctions (see Board Policy JJ).

This policy shall be disseminated to students and parents/guardians through means selected by the administration.

STUDENT DRUG, ALCOHOL AND TOBACCO ADMINISTRATIVE PROCEDURE

A. Voluntary Referrals and the Substance Abuse Coordinator

1. Any school staff member who has a concern or is approached by a student(s) about a substance abuse or tobacco problem shall refer the student(s) to the School Counselor.
2. Parents/guardians or students who have a concern about a student's possible substance abuse or tobacco problem are encouraged to notify the school counselor of their concern. However, such referrals cannot be used to avoid disciplinary action after a known violation of the policy.
3. A student concerned about his or her own substance abuse or tobacco problems may seek the assistance of the School Counselor. Self-referral will not result in any disciplinary action. **However, a student may not use self-referral to avoid disciplinary action after a known violation of the policy.**
4. The School Counselor will meet with the student and his/her parents/guardians (if appropriate), perform a non-clinical chemical health assessment and develop an action plan to meet the student's particular needs. A referral to a specialist in substance abuse prevention and counseling may be initiated, if deemed appropriate by the School Counselor.
5. Confidentiality of student information concerning substance abuse issues will be maintained in accordance with state and federal laws.

B. Discipline

The following progressive intervention and disciplinary procedures are intended as guidelines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for any violation of the Board's drug, alcohol and tobacco policy. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation and any action plan developed with the School Counselor, and the student's prior disciplinary record.

1. **Disciplinary Action – Alcohol and Drug Violations**
 - a. **Consuming, possessing, receiving or being under the influence of a prohibited substance.**

FIRST OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student;
3. Notify and meet with parents/guardians;
4. Notify the Superintendent, local police department and School Counselor.
5. In school or out of school suspension for five days depending on the circumstances and specific needs of the student the student.

The student must participate in a non-clinical chemical health assessment with the School Counselor.

SECOND OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student, parents/guardians and School Counselor to develop a follow-up plan;
3. Notify the Superintendent and local police;
4. In school or out of school suspension for seven days depending on the circumstances and specific needs of the student.

Subsequent to a third offense:

If the student fails to comply with the follow-up plan developed with the School Counselor, further disciplinary action may occur.

THIRD OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student and parents/guardians;
3. Recommend to parents/guardians that student be referred for a clinical chemical health evaluation;
4. Notify the Superintendent and local police department;
5. Suspend the student from school for ten days and consider expulsion.

b. Furnishing, selling, buying or manufacturing a prohibited substance.

FIRST OFFENSE

The administrator will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent;
4. Contact local police department;
5. Suspend the student for ten days and consider expulsion.

1. Disciplinary Action – All Tobacco Violations

FIRST OFFENSE

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student;
3. Notify parents/guardians;
4. Notify the Superintendent and the local police department depending on the circumstances and age level of the student.
5. One day in-school suspension.

The student must meet with the School Counselor.

SECOND OFFENSE

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent and local police department
4. In school or out of school suspension for three days depending on the circumstances and specific needs of the student.

The student must meet with the School Counselor to develop a follow-up plan. If the student fails to comply with the plan, this may result in further disciplinary action.

THIRD AND SUBSEQUENT OFFENSES

The administrator will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent and local police department.
4. Five-day suspension from school.

C. Procedures at School Functions

If a violation of this policy occurs at a school function, staff will take the following steps:

1. If there is a medical emergency, standard school procedures shall be followed.
2. The student shall be removed from the function and/or returned to school. The student should not be left unsupervised.
3. Call the parents/guardians (or emergency card contact) to pick up the student.
4. Notify the building administrator (and Superintendent if appropriate).
5. Notify the local police department.
6. The administrator will follow the disciplinary procedure outlined in this policy.

Second revised reading and adoption: June 14, 2016

**Extra-Curricular and Co-Curricular Activities (JICI)
Code of Conduct for High School Students**

Since participation in extra-curricular and co-curricular activities is a privilege, it is important that students, parents/guardians and other interested persons are aware of the following rules and regulations. As representatives of the schools, students are expected to exhibit appropriate behavior at all times. These rules are adopted by the School Board in order to support the social, emotional and physical well-being of students and to promote healthy, enriching and safe co- and extra-curricular opportunities for all students.

1. Students in good standing may participate in the co- and extra-curricular activities of their school. A student is considered in good standing if he/she is not the subject of any disciplinary action for violation of any policy or school rule **and** is currently academically eligible based on MPA and Board policy.
2. All participants are expected to come to school ready to learn on all scheduled school days. For the purpose of this policy, any student who is unexcused for any portion of the school day (including a third occurrence of unexcused tardiness in a semester) may NOT participate in co- and extra-curricular activities. Also, all students (even those students with excused absences) are required to attend at least **3 hours of a school day (which constitutes ½ of an official school day)** to participate in after school events. Any exceptions to this requirement must be pre-approved by a building administrator.
3. Students suspended from school (including in-house and out of school suspension) shall not practice, participate, attend, or compete in extra- or co-curricular activities during the days of suspension.
4. Students are required to abide by all Board policies, school rules and any additional rules, and/or training guidelines imposed by coaches or advisors. Any additional rules and/or training guidelines must be consistent with Board policies and be approved by the Athletic/Activities Director or other designated school administrator.
5. Student use of tobacco, alcohol and drugs is illegal and negatively affects student health, safety and performance. Students participating in co- and extra-curricular activities carry a responsibility to themselves, their fellow students, coaches/advisors, parents and school to set the highest possible example of conduct, sportsmanship and training. Therefore, students participating in co- and extra-curricular activities may not engage in the prohibited behaviors and activities described in Policy JICH (Student Drug, Alcohol and Tobacco Use).
6. Students are expected to conduct themselves so as not to discredit themselves, their team or organization, their coach or advisor, and their school. If a student is charged with a crime, he or she may be suspended from participation in co- or extra-curricular activities until the case is adjudicated. A student who is convicted of a crime may be suspended from participation in activities for a period of time to be determined based upon the facts of the particular case.
7. Students shall be responsible for all equipment and uniforms issued to them by the school. The cost of replacing damaged or lost equipment /uniforms will be the responsibility of the student.
8. Students and their parents/guardians are required to sign the Co-Curricular/Extracurricular Contract as a condition of participating in co-curricular and extra-curricular activities. Students participating in any co or extracurricular activity and their parents/guardians) must sign the contract at the beginning of the season or activity (first tryout, initial meeting, rehearsal, etc.

Disciplinary Action

Improper conduct, as determined by the school administration, shall result in disciplinary action up to and including removal/suspension from the team or activity (in addition to any discipline imposed under applicable Board policies or school rules). The school administrator in charge and coaches/advisors are expected to enforce all policies and school rules at all times and to use their best judgment in applying penalties for violations. The advisor or coach shall consult with the school administrator in charge prior to suspending a student from an activity or team.

For infractions involving drugs, alcohol and/or tobacco, disciplinary action will be taken as specified below (in addition to discipline imposed under JICH and JICH-R). In determining the level of discipline, the school administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's willingness to cooperate with the investigation and any action plan that is developed, and the student's prior disciplinary record. *Coaches/activity advisors may not impose additional disciplinary consequences.* Repeat or extreme violations will warrant administrative review and additional sanctions. Violations occurring during a student's high school career are cumulative.

- **Tobacco Violations:**

First violation: No participation in co- and/or extra-curricular activities for one week (7 calendar days). The student and his/her parent must participate in a meeting with an administrator and the School Counselor prior to returning to the activity.

Repeat violations: No participation in co- and/or extra-curricular activities for two weeks (14 calendar days). The student and his/her parent must participate in a meeting with an administrator and the School Counselor prior to returning to the activity.

- **Drug and Alcohol Violations.**

First violation: No participation in co- and/or extra-curricular activities for two weeks (14 calendar days) or duration of any extended out-of-school suspension. The student and his/her parent must participate in a meeting with an administrator and the School Counselor prior to returning to the activity.

Second violation: No participation in co- and/or extra-curricular activities for 30 calendar days. The student and his/her parent must participate in a meeting with an administrator and the School Counselor prior to returning to the activity.

Repeat violations: No participation in co- and/or extra-curricular activities for 60 calendar days. The student and his/her parent must participate in a meeting with an administrator and the School Counselor prior to returning to the activity.

If a violation occurs at the end of a yearly activity, the penalties will be carried over to the next year.

Self-Reporting of Violation

A student who violates Policy JICI has the opportunity to report his/her violation to a school administrator by noon of the following school day. In such a case, the disciplinary action specified in the preceding section will be cut in half. This provision cannot be used to avoid discipline under this policy for a violation that has already been reported to the school or to avoid discipline for violations of school policies.

Activity/Team Leadership Positions

A student elected to a leadership position for an activity/team forfeits that position for the duration of any suspension from the activity or team. Once the student returns to the activity/team, the other members of the activity/team shall hold a meeting to make a recommendation whether or not the student may return to his/her leadership position. This meeting shall be facilitated by the School Counselor and attended by the Activity Director/Athletic Director and the coach/advisor. A final decision will be made by the

coach/Athletic Director or advisor/Activity Director, taking into consideration the recommendation of the students. A second violation of Policy JICI any time during the student's high school career will result in the loss of any leadership designation held.

Appeal of Suspension from Activity / Team

- A student who wishes to appeal a suspension from a team/activity must first discuss the matter with his/her advisor or coach.
- Following that discussion, if the student and his/her parent/guardian wish to appeal the suspension, it must be done in writing to the school administrator in charge within three school days of notice of the suspension decision. The school administrator will conduct an investigation as he/she deems advisable and render a decision, in writing, to the student and his/her parent/guardian within three school days. All decisions will be reviewed by the principal. **The Principal's decision is final.**

Second revised reading and adoption: June 14, 2016

**East Millinocket School Board Policies
Schenck High School
JJ: Co and Extra-Curricular Activities**

PARENTS AND PARTICIPANTS ARE RESPONSIBLE FOR READING AND COMPLYING WITH
EACH ITEM IN THESE POLICIES.

PLEASE NOTE:

A separate packet of forms will be provided to the student athlete/activity participant and parent/guardian at the time that these policies are presented to the student. Three of these forms must be returned to the Athletic/Activity Director. The Transportation Form is for your future use.

ELIGIBILITY

To compete in any interscholastic program or co/extracurricular activity, a student must be enrolled in a full time educational program (7 of 10 courses at a minimum). In order to be eligible, the student may not be failing two or more classes and in that case the student must follow the conditions in paragraph "A" below.

- A. Students who are failing one class at the end of **a quarter** will be placed on academic probation for a period of ten (10) calendar days.
 1. In order to reengage in the co or extra-curricular activity at the end of ten (10) calendar days, students must:
 - a. Show evidence of receiving help from his or her teachers or advisors and
 - b. Show a report to the Athletic/Activity Director and/or principal (from the teacher of the course failed), that indicates a passing grade.
 2. Any student who misses practice to receive extra academic help will not be penalized with regard to participation in the co or extracurricular event.
- B. Student participants who have an incomplete in a course will have 10 calendar days to complete and earn a passing grade or will follow the conditions in paragraph A.
- C. Students who **are failing one class at progress report time** will not be allowed to play in a countable game, activity or co or extracurricular event until a passing grade is achieved in all classes. For athletics only, the student will attend practices; the student will not "suit up" for a home game; the student will not travel with the team to an away game.
- D. Eligibility qualifications will carry over from season to season. However, for the fall activities season students will be allowed to start an activity with the pre-season meeting. However, with the first day of school, students who fail a four quarter or year-long course in the previous academic year, will begin a ten (10) **school** day academic probation (unless they meet the conditions stated below in paragraph E).
- E. Summer School: If the student is incomplete in one class and/or has failed one year long course and is recommended by the teacher of the course to sign up for and successfully completes a SHS-summer school program, then the ten (10) academic probation stated in paragraph "D" will be waived.
- F. Transfer students must meet all of the academic requirements as stated.
- G. This section applies to Plato, AP Courses or any other on-line courses.

SEASON

The co or extracurricular season begins with the first tryout or session and will end at the conclusion of the awards banquet, or the official end of the activity.

ATHLETIC AWARDS

Every participating student will be recognized by a certificate. Fall, winter, and spring ceremonies will be held for athletics. All athletes for that season are expected to attend.

A. Athletic Awards

Upon the recommendation of the coach or coaches the 6 ¾ inch “S” will be awarded for varsity sports in which the athlete participates. Thereafter, sport inserts will be awarded for each year the athlete letters in that sport. An athlete will receive only one varsity letter during his or her high school career.

B. Senior Awards:

All seniors earning a letter their senior year in a sport season (fall, winter, or spring) will also receive a plaque recognizing their individual sports and the year played.

C. Wolverine Pride:

A “Wolverine Pride” trophy may be presented to the three (3) sport season top male and female senior athlete. The Athletic Director and the respective coaches will determine the recipients of this award, if it is sanctioned.

CO AND EXTRACURRICULAR SESSIONS/PRACTICES

A practice and/or activity schedule will be established. Advisors/Coaches will schedule enough practices or sessions to adequately prepare students. Practices, sessions and/or games will not exceed six days per week. Practice policies will be determined by the advisor/coach, but it is the expectation that all contestants participate during practice sessions in a meaningful way. Practices are to be used for the development of all participants. If it is necessary to miss a practice it is the student’s responsibility to notify the coach/advisor before the practice, whenever possible. No practices will be allowed on Thanksgiving Day, Christmas Eve Day, Christmas Day, New Years’ Day, or Storm Days. Exceptions to Storm Days will be at the discretion of the athletic director or the principal.

TEAM RULES

1. A player, participant, assistant, or manager of a co or extracurricular activity will be allowed to switch from one activity to another during the same season or scheduled time frame only by the mutual consent of the coaches or advisers involved and the administrator in charge.
2. All students involved in co or extracurricular activities must meet all requirements of the co or extracurricular advisor/coach for attendance, practice, and behavior.
4. The privilege of participation in any extra or co-curricular activity may be revoked for disciplinary infractions at the discretion of the school administration. (see policy JICD)
5. Playing or participation time and team or activity selection is at the sole discretion of the coaches and/or advisors and must be respected as such by parents and other fans.

INJURIES

Student athletes are to report all injuries immediately to the coach/advisor, regardless of severity.

PHYSICALS

Student athletes must have a physical examination prior to beginning practice for an athletic activity. This examination will be valid for 2 years. An interim report will be filled out on the year that the exam is not required.

INSURANCE

All student athletes must show proof of insurance in order to participate at any practice or game. School insurance is available for students and their parents.

TRANSPORTATION

Members of any school sponsored extra/co-curricular activity are required to travel to and from all events via transportation provided by the school. Parents may request that their child be allowed to return with them or with another parent for “acceptable special reasons” at the discretion of the school administration. Permission must be obtained in advance, in writing, from the principal. This policy is for the convenience of parents who may have plans with their son or daughter other than returning home. Parents must obtain the permission slips in person at the school office.

Acceptable Special Reasons:

1. **Medical**
2. **A planned family activity**

Second revised reading and adoption: June 14, 2016

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.

1st Reading: February 2, 2010

Adopted: Second reading and adoption March 2, 2010

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 reasonable 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. All students are required to take a minimum of eight (8) 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

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)	F (0-69)
A (95-97)	B (87-89)	C (78-81)	D (71-72)	
A- (93-94)	B- (85-86)	C- (75-77)	D- (70)	

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 one college 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.

<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
English 9	English 10	English 11	English 12/101/Lit.
World Studies	U.S. History 1	U.S. History 2	Civics/Economics
Earth Science	Biology	Science Elective	Six Electives
Freshman Math	Sophomore Math	Junior Math	
Phys. Ed.	Health	Four Electives	
Fine Arts	Three Electives		
Two Electives			

It is recommended that two elective requirements will be satisfied with Foreign Language classes.

Student must be enrolled full-time. Students enrolled at Schenck High School must enroll in a minimum of 8 classes per year in order to be considered full-time. Exceptions to this rule must be approved by administration, and those students are not eligible for class ranking, honor parts, or local scholarships. Students must pass courses as indicated above. Required courses that are failed are rescheduled accordingly.

GRADUATION REQUIREMENTS

The following are required courses for graduation:

English	4 Credits
Social Studies	4 Credits
Mathematics	3 Credits
Science	3 Credits
Fine Arts	1 Credit
Physical Education	1 Credit
Health	1 Credit
Electives	(# based on year of graduation)

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.

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 postsecondary 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 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."

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.

FUNDRAISING

All fundraising 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

Students may use their cell phones/PED's before the morning bell and after normal school hours. Use of cell phones/PED's during any other portion of the school day is strictly prohibited. In addition to the range of disciplinary actions, violations of this rule may result in confiscation of the cell phone/PED for the remainder of the school day. A prohibition on bringing the cell phone/PED for a period of time (determined by the principal) may also be enacted. If parents/guardians need to contact a student during the regular school day, please contact the school office.

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 to office 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 student-age visitors is required from the Principal. All other visits and visitors are discouraged.

STUDENT USE OF CELL PHONES/PERSONAL ELECTRONIC DEVICES (PED'S)

Students may use their cell phones/PED's before the morning bell and after normal school hours. Use of cell phones/PED's during any other portion of the school day is prohibited, unless otherwise approved by the principal. In addition to the range of disciplinary actions, violations of this rule may result in confiscation of the cell phone/PED for the remainder of the school day. A prohibition on bringing the cell phone/PED for a period of time (determined by the principal) may also be enacted. If parents/guardians need to contact a student during the regular school day, please contact the school office.

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.

Lunch prices for 2018-2019:

Lunch is \$2.60 and seconds are \$0.75.

Salad Bar is \$2.35.

There is no cost for breakfast.

Parents of student who have charged a lunch(s) will be billed on a regular basis.

There will be NO charging of a la carte items! Overdue bills may be submitted to small claims court!

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. -- 8:00 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 their student's 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.

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 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 1 immediately below, and when notification is received from the parent/guardian within two (2) school days of the**

student's return to school. After an excused absence, the opportunity to make up missed class work and examinations will be extended to students at the teacher's discretion. *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.*

ATTENDANCE RULES AND PROCEDURES

1. Excused absences as approved by State Law:

- a. 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.**
- b. An appointment with a health professional.
- c. Observance of a recognized religious holiday when that observance is required during the regular school day.
- d. A family emergency.
- e. 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.
- f. Serving a school-imposed disciplinary suspension.
- g. Absence due to a problem with school district transportation.

When absence from school is due to participation in a school activity, sporting event, medical appointment, or an extended vacation, the student's work is due to their teachers before dismissal. The student must also secure all assignments for the next school day.

After an aggregate of seven (7) excused absences for a single semester, a doctor's note may be requested. A meeting with the Attendance Review Committee will be necessary in order to determine a plan of action. It should be noted that the plan may include withholding of credit.

2. Unexcused Absences/Tardiness and Parent Notification:

- a. All absences not listed in numbers 1-8 above are considered unexcused. Assignments missed or not turned in because of an unexcused absence cannot be made up and will be recorded as a zero.
- b. **Loss of credit due to unexcused absence:** after three (3) unexcused absences in a single semester, the student will be denied credit in all affected courses for that semester. Loss of credit may be revisited by the Attendance Review Committee, pursuant to Section 3 (Attendance Review Appeal Process).
- c. Communication between the home and the school will occur any time a student is absent. Additionally, parents/guardians will be notified in writing whenever the student has two (2) unexcused absences in a single semester. With this notification, the student and his/her parent/guardian will be asked to attend a conference with the Attendance Review Committee. The Committee will be comprised of the following people:
The Attendance Review Committee Chairperson;
A school administrator;
The guidance counselor;
At least one of the student's teachers

The purpose of the meeting will be to develop an attendance contract for the student tailored to his/her specific circumstances. The contract will specify the consequences for non-compliance (including loss of credit). The Attendance Review Committee will determine what a timely manner shall be for completing all required work.

3. Attendance Review Appeal Process

- a. A student and his/her parent/guardian may appeal the denial of credit in writing to the Principal within ten days of notification of denial.
- b. A meeting will be scheduled between the student, his/her parent/guardian and the Attendance Review Committee. The student and parent/guardian are expected to attend this meeting.
- c. At the meeting, the student and his/her parent/guardian may explain why they think the credit denial should be waived and present any documentation they believe is relevant.
- d. The awarding of credit is a matter of discretion for the Attendance Review Committee. Factors which the Committee may consider include, but are not limited to: 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.
- e. 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 to make up for the lost class time.
- f. Students who have lost credit due to excessive absences are expected to continue to attend all classes until their completion. Students will receive 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.
- g. 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.

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

1. Parents/guardians 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 obtaining assignments from their teachers for planned absences and completing assignments as required.
2. The student's parent/guardian 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/guardian after an absence. If an acceptable note is not received in that time, an unexcused absence will be recorded.
3. 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.
4. In cases of an illness lasting five (5) or more consecutive days, seven (7) aggregate excused absences in a semester, or fifteen (15) aggregate excused absences in a school year, a school administrator may request a physician's statement certifying such absences to be justifiable.
5. If a student misses school because of excused absence(s), he/she is expected to secure his/her teachers' approval to make up any assignments. Approval will be granted at the discretion of the teacher.

TARDINESS

1. Students who report to their first class after 7:53 a.m. will be required to have an admission 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 **(3) three unexcused school tardies per semester and additional detentions will be assigned after each subsequent unexcused tardy.**
3. When a student accumulates seven (7) unexcused school tardies, parents/guardians 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 Epi Pens 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 may be 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.
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. Choosing Block 1 or 4 will be at the administration's discretion and will be based on a student's ability to acquire the**

necessary courses for entry into a postsecondary school of their choice. In addition, parental approval will be required.

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, 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
Cheering
Winter Carnival King & Queen Candidates

CO-CURRICULAR ACTIVITIES

National Honor Society
Math League
Student Council
Pep Band
Jazz Choir

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