

# HANDBOOK FOR STUDENTS AND PARENTS 2008-2009



WISDOM MIDDLE/HIGH SCHOOL  
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# PREFACE

Many of the rules and expectations addressed in this handbook coincide with existing School Board policies. Throughout the school year, the Board may approve new policies and/or revise old policies therefore it is possible that some of the content of this handbook may become obsolete. The reader of this handbook must keep in mind that, in the event the handbook differs from Board policies, the most recent Board policies take precedent.

The reader must also understand that the principal has the authority to exercise good judgement in applying the rules in this handbook. If enforcement of a rule in a particular situation produces a clearly unfair or absurd result, the principal may make an exception to the rule when justice so requires.

This Parent and Student Handbook has been carefully prepared to provide students and their parents with information they will need to understand why certain decisions are made during the school year. Please read this handbook very carefully. Students' and parents' rights and responsibilities and the expectations of Wisdom Middle/High School's teachers and the principal

are presented in a concise and clear manner. The reader will find that it is not just a list of rules and regulations, yet a guide for action and decision making for the principal, the teachers, and the students and their parents. If you have questions about any part of the handbook, please call Ms. LeBlanc (543-7717).

NOTICE: The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, Wisdom Middle/High School reserves the right to make changes 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.

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(Si vous désirez une traduction en Français de ce manuel, adressez vous à Tammy LeBlanc, Wisdom Middle/High School, 543-7717.)

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# INTRODUCTION

## **DISTRICT VISION STATEMENT**

To promote a quality educational environment that ensures all students the opportunity to acquire the skills, knowledge and attitudes they will need to become successful citizens and life-long learners.

## **EDUCATIONAL PHILOSOPHY**

MSAD #33 has the responsibility to help all students develop the knowledge, skills, attitudes, ideals and values needed to become productive, well-informed, responsible, and confident members of a constantly changing society.

Our philosophy is to:

- ▶ Support and nurture students by providing them with equal opportunities to grow intellectually, emotionally, physically, morally, and socially;
- ▶ Provide an atmosphere of warmth and respect in which students can maximize their learning experiences;
- ▶ Instill in students the idea that learning is a life-long process that provides them with opportunities to explore various areas of interests.

In order to achieve these goals, we recognize that it is necessary to ensure the involvement and

commitment of the entire community. MSAD#33 will continually engage in self-evaluation in an effort to improve and keep pace with a changing world.

## **MISSION STATEMENTS WISDOM HIGH SCHOOL**

We are dedicated to the intellectual, social, personal and vocational development of each student. The school sets the foundation for a life of continued learning vital for students to reach their goals and aspirations. We believe in fostering effective communications skills, an appreciation of aesthetics, cultural and historical perspectives, the desire for total wellness, and an individual commitment to the well-being of humanity. It is our belief that each student should acquire life skills necessary to become a productive citizen of the 21st century.

## **WISDOM MIDDLE SCHOOL**

We are committed to the cognitive, affective, physical, and psychomotor development of each student. We are committed to allowing the students to explore their interests and talents in a positive environment. Students are encouraged to seek a better understanding of themselves, others and the world in which they live. We respect the ideas and opinions of parents and other

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community members and invite them to participate in the education of their children. We believe in teaching a core of common knowledge, creating a community of learners, and providing an environment for all students to succeed.

**SCHOOL FACTS**

School Colors: Green, Gold, White

Nickname: Pioneers

School Mascot: The Pioneer

School Song: (to be developed)

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# ATTENDANCE

(Board Policy IKA)

## PHILOSOPHY

The MSAD #33 School Board, school administrators and teachers believe that school attendance is one of several factors necessary for student achievement. Make-up work is never sufficient to correct for the loss of class time. In this school system, students receive high school credits based on a passing grade for work done by the student and the time the student is present in class to receive instruction.

The primary responsibility for a student's regular attendance rests on the shoulders of the student and the family. The school's response to chronic absenteeism is outlined in Maine's Truancy Law and this policy statement.

## MAINE STATE SCHOOL ATTENDANCE LAW

In accordance with Maine State Law, students are required to attend school until the age of seventeen unless specifically listed conditions under the law are met.

## ATTENDANCE GUIDELINES

The principal, in collaboration with the Attendance Officer, shall be the primary individual responsible for making final decisions relating to student attendance (excused/un-excused) and the administration of Policy IKA.

Every effort should be made by the parents/guardians to schedule appointments with health professionals, college visits, and other personal appointments, so the appointment does not interfere with the student's attendance at school.

## PROCEDURE

A comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for maintaining accurate attendance records and reporting absences for each student in his/her courses. This action is best taken prior to the beginning of each instructional block. All other attendance records will be maintained by the attendance secretary.

A student who accumulates five (5) unexcused absences in any course during a ranking quarter will receive a grade of 60 for the course for that ranking quarter. At the fourth absence, the Attendance Committee will be convened. The Attendance Committee will consist of the building principal, student's teachers, student, and the student's parent(s)/guardian(s). The purpose of the Attendance Committee will be to discuss the reasons for the absences and to develop an improvement plan for the student. The Attendance Committee may excuse or waive

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any absences. Should a dispute occur within the Attendance Committee's decision, the decision of the Administrator will prevail.

### **APPEALS PROCESS**

A student and the student's parents/guardians have the right of appeal regarding loss of credit due to poor attendance. The Appeals Committee will consist of the building principal, guidance counselor, and the school nurse. Notification of a request for appeal must be made in writing by the student and the student's parents/guardians to the principal within two weeks of the close of the course or courses affected by the loss of credit. The Appeals Committee may rule only on the loss of credit and no other issue.

### **MISSED SCHOOL WORK DUE TO ABSENCE**

It is the student's responsibility to meet with his/her teachers to determine which assignments need to be completed as a result of an absence. The teacher will establish a time line by which missed work is due.

### **EXCUSED ABSENCES**

The following absences will be considered excused *only after* the principal has received a signed explanatory note/appointment card or a phone call from the student's parents/guardians stating the specific reason for the absence. This communication must occur within two school days from the last day of absence. Excusable absences permitted by law are absences for:

- ▶ Personal illness;
- ▶ Appointments with health professionals;
- ▶ Family emergencies (death in the family/funerals/hospitalizations);
- ▶ Observance of religious holidays;
- ▶ Planned absences for personal or educational purposes approved by school officials.

(Note: An excused absence is countable when calculating the number of absences allowed prior

to the loss of credit as described in the attendance Policy IKA.)

### **UN-EXCUSED ABSENCES**

The following is a partial list of examples of un-excused absences:

- ▶ Unverified absences within two school days from the time of absence;
- ▶ College visits that are not arranged through the principal's or guidance office;
- ▶ Absences beyond time needed for appointments;
- ▶ Shopping;
- ▶ Miscellaneous appointments (e.g., haircuts, fittings);
- ▶ Days following school sponsored events (e.g., games, drama);
- ▶ Days following non-school sponsored, personal activities; and
- ▶ Hunting.

### **TARDINESS**

A student is tardy when he/she is not present either in school, in the assigned homeroom, or in the scheduled class/study hall in a timely manner as outlined by the school's bell schedule.

Tardy to school: A student is tardy to school if the student is late for his/her first class/study hall of the day. In order to be excused, reasons for tardiness to school must be verifiable. Each un-excused tardy to school will result in a detention slip issued by the office.

Tardy to class: A student is tardy to class when (s)he reports to class after the starting time as outlined by the school's bell schedule. The student will receive a detention slip from the teacher.

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**POTATO HARVEST** (Board Policy JEDC)

Farmers who employ students for harvest during the regular school day may do so. However, farmers are asked to please call the office (543-7717) to tell the school attendance secretary which students will be working for them.

**DISMISSAL**

The afternoon dismissal will occur at 2:36 p.m. for all students.

Students who must wait for their bus will proceed to the cafeteria and wait for their bus to arrive.

Students who have an approved, adult supervised activity will report to the area designated for the activity. These students are expected to remain in the designated area and not wander throughout the school.

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# ACADEMICS AND CURRICULUM

## GRADING

Note: Parents now have password-protected online access to Web2School grade reports through the school website at [www.msad33.org](http://www.msad33.org). If a password or other access assistance is needed, please call Scott Carter at 543-7717.

Report cards are distributed on a quarterly basis. Letter grades are based on the following equalities:

A = 93 - 100    C = 77 - 84    F = Below 70

B = 85 - 92    D = 70 - 76

I = Incomplete - denotes work which has not been passed in for grading. The "I" will be changed to a grade if the required work is turned in to the teacher within two weeks after the end of the quarter. **WARNING!** *An "I" will keep a student off the honor roll listing.*

Students receiving an "Incomplete" will have two weeks to turn in the required work and have their grade recorded. If, after two weeks, the required work is not turned in for evaluation by the teacher, a grade will be calculated based on those

grades which the teacher has recorded in the rank book. This is the grade that will be entered in the student record. Extenuating circumstances may be reviewed at a meeting between the student, parent, teacher, guidance counselor and principal.

Wisdom Middle/High School uses on a "numerical", not a "letter" grading system.

Report cards and/or diplomas will be held in the office at the end of the school year until all obligations, financial and otherwise, have been fulfilled.

## HONOR ROLL CRITERIA

(Board Policy IKD)

The honor roll represents all programs offered at Wisdom Middle/High School.

**High honors:** All grades for the quarter averaging 93 or better, with no grade below 90.

**Honors:** All grades for the quarter averaging 88 or better with no grade below 83 (approved by the

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school board 6/12/93).

### **GRADUATION REQUIREMENTS**

(Board Policy IKF)

Maine School Administrative District #33 will recognize each student who anticipates graduating in the Class of 2010 and thereafter by awarding him/her a high school diploma providing s/he has successfully completed a total of 25 credits, of which 19 ½ credits shall include:

- ▶ 4 credits English/language arts,
- ▶ 4 credits Mathematics,
- ▶ 4 credits Science, including at least one year of laboratory study,
- ▶ 4 credits Social studies and history, including one credit of U.S. history and government,
- ▶ 1 credit Fine arts,
- ▶ 1 credit Physical education,
- ▶ 1 credit Foreign language, and
- ▶ ½ credit Health.

The state also requires that students demonstrate computer skills according to the school unit's standards for computer literacy, proficiency, and performance.

The remaining credits will be selected by the student based upon the student's interests and the requirements of the field that the student plans to enter upon graduation.

Students who have a medical excuse from a physician will be excused from participating in physical education classes. Students who have a medical excuse may be required to attend classes and do alternate activities.

A student who has not met these requirements may do so through a post-secondary course, a state-approved adult education course, a state-approved adult education course, a state-approved summer school program, or a distance-learning

course approved by the principal in advance of registration.

### **ADDITIONAL CONSIDERATIONS TO THE AWARDING OF A DIPLOMA**

Technology Center Students: A Technology Center student may be granted a waiver for one (1) credit in the subject area of mathematics, science, and/or social studies, for a maximum combined total of two (2) credits, if unforeseen circumstances arise.

Special Education Students: A student who receives Special Education services who has successfully met specified goals and objectives of his/her Individualized Education Plan will be awarded a diploma.

Transfer Students: When a student transfers to Wisdom Middle/High School from another state or from an educational program that is not required to meet the content standards of the Maine Learning Results, the Wisdom Middle/High School principal shall determine the value of the student's prior educational experience toward meeting the standards in a manner consistent with Maine School Administrative District # 33's Comprehensive Local Assessment System and other applicable District policies.

Extended Years of Study: Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students eligible for extended years of study may be referred to adult education or other suitable programs.

Participation in Graduation Exercises: In order to participate in graduation ceremonies, the following requirements must have been fulfilled before graduation day:

- ▶ Students must be within one credit of the necessary number of credits required for their graduation class.
- ▶ All disciplinary requirements must be fulfilled.
- ▶ Students must have paid all fees and fines owed to the school.

Qualification for Honor Parts: To qualify for honor parts, a student must have completed his/her Junior and Senior years at Wisdom High School.

Early Graduation: Wisdom Middle/High School recognizes that on occasion, exceptional circumstances will enable a student to complete graduation requirements in less than four years. Due to the academic and social implications, early graduation is granted only in a few cases. Students who have been accepted for early admission at the collegiate level may graduate with their class if they so inform the high school principal at the time of their acceptance into the early admission program.

#### **PARTIAL CREDIT**

The issuance of partial credit will be considered in cases where a student does not pass for the year but does pass one of the two semesters. Partial credit may be awarded after consultations involving the principal, guidance counselor, and the student's teacher.

#### **COURSE CHANGES**

Students will not be allowed to make any course changes after the first two weeks of the new school year. However, when special circumstances exist, a student may be allowed to withdraw from or add a course after the first two weeks. If there is any disagreement concerning the intended course change, a conference involving the teacher, student, parent, principal, and guidance counselor must take place. If approval is granted, the official school transcript

will contain the dropped course along with a withdrawal grade (WD).

#### **STUDY HALL POLICY**

A study hall is a quiet place where a student can study, read, or do research in the library. No other activity will be allowed by the study hall supervisor.

Providing study hall time to students is a serious consideration for us. Because of this, our study hall policy is rigorous, not in its expectations, but in its consequences. Students are expected to enter the study hall with something to do.

Any student who consistently displays behaviors which severely disrupt the study hall environment as determined by the study hall supervisor will be referred for administrative action.

#### **HOMEWORK (Board Policy IKB)**

The teaching team and administration of MSAD #33 believe that homework is an essential part of a student's ongoing academic, social, personal, and vocational learning process.

**Teachers** are expected to make sure the assignment:

- ▶ is fully understood by the student
- ▶ is geared to individual abilities
- ▶ can be completed independently
- ▶ is meaningful and reasonable
- ▶ is supplemental to the lesson
- ▶ is not a punishment

**Students** are expected to:

- ▶ record all assignments when they are given
- ▶ question teacher if the assignment is not clear
- ▶ take home all necessary materials
- ▶ complete all assignments
- ▶ pass in assignments on time

**Parents** are expected to:

- ▶ provide a quiet work area with adequate space,
-

lighting, and lack of distractions

- ▶ encourage quality work
- ▶ participate in the homework activity whenever this is appropriate
- ▶ make sure that the homework assignments are completed

#### **RECOMMENDED TIME FOR HOMEWORK**

Homework includes all school-related educational experiences which occur outside of the regular school day. It is not possible to set time limits for the duration of homework because, on some days there may be only one assignment. On other days there may be several. However, the following are suggested averages

- ▶ for students in grades 7-8: one hour per night;
- ▶ for grades 9-12: an average of 5-10 hours per week.

#### **ALTERNATIVE TO DISSECTION POLICY (Board Policy JG)**

Students who object to dissection on religious or moral grounds may receive an alternative learning experience by consulting the teacher and referring to the Alternative Policy found in the district's policy manual located in the principal's office.

#### **SPECIAL EDUCATION REFERRAL (Board Policy IHB)**

Maine School Administrative District #33 accepts referrals to the IEP Team from school staff, parents, and appropriate outside agencies after appropriate legal measures have been tried. Referral forms may be obtained from the principal. Referrals will be acted upon in a timely manner. Within 15 school days of the receipt of the referral, IEP Team will convene to review existing evaluation data and determine the need

for additional evaluations.

The District also uses a pre-referral (staffing) parent/teacher conference system. District personnel are encouraged to meet with the parents/guardians of any student experiencing failure in his/her education program.

A parent/guardian and/or appropriate agencies may initiate a referral to the IEP Team without going through a pre-referral process if there is reason to believe that the student may require special education and supportive services.

“At risk” students may be identified and referred to the IEP Team. Such students may include individuals who have accumulated 45 absences during the school year, have been suspended or removed in excess of 10 days during the school year, have experienced an illness or accident likely to cause neurological or emotional impairment, etc.

#### **INTERNET ACCEPTABLE USE POLICY (Board Policies IJNDB & IJNDB-R)**

Students who use the internet at school must comply with a strict code of ethics as clearly defined in MSAD #33 Policy IJNDB (available for review in the principal's office or the library). Each student who wishes to use internet services at school must have first completed and returned a signed copy of the Acceptable Use Agreement. Students who violate the Acceptable Use Policy will lose the privilege of using the internet at school for a period of time determined by the teacher or librarian in collaboration with the principal.

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# BEHAVIOR AND DISCIPLINE

## **DISTRICT COMMITMENT TO STANDARDS FOR ETHICAL AND RESPONSIBLE BEHAVIOR (Board Policy ADAA)**

The Board of Directors believes that promoting *Standards of Ethical and Responsible Behavior* is an essential part of the District’s educational mission. The Board recognizes that these ethics, constructive attitudes, responsible behavior, and character are important if a student is to leave school as a “Responsible and Involved Citizen,” as described in the Guiding Principles of Maine Learning Results.

Therefore, the Board is committed to create and maintain a school climate in which ethical and responsible behavior can flourish. The Board believes that instilling a sense of ethics and responsibility in students requires setting positive expectations for student behavior as well as establishing disciplinary consequences for behavior that violates Board policy or school rules.

Recognizing that respect, honesty, compassion, fairness, responsibility, and courage are the core values which will provide a foundation for a school culture that encourages and reinforces

ethical and responsible behavior, the Board will establish and implement a process that will clearly define behavioral expectations and standards associated with these core values. These defined expectations and standards will further be translated into a “Student Code of Conduct” which is to be consistent with state standards (See enclosed attachment from-“*Taking Responsibility: Standards for Ethical and Responsible Behavior in Maine Schools and Communities*”, Maine Department of Education, January 16, 2001)

## **BASIC EXPECTATIONS (Board Policy JIC)**

It is imperative that a student demonstrates a level of responsible behavior fostering a sense of personal safety and respect for oneself and for others. Appropriate student behavior is also essential to the successful delivery of an educational program that will prepare a student for academic and professional success and instill a sense of being a responsible and ethical individual.

The District’s “Standards of Ethical and Responsible Behavior,” known as the Student Code of Conduct, shall be the cornerstone in promoting and reinforcing acceptable behavior. Under the guidance of the superintendent, principals may also establish school rules deemed

necessary to further clarify specific expectations not addressed through the Student Code of Conduct. Teachers shall adopt methods of delivering instruction that will provide for effective classroom management and foster appropriate behavior.

Irresponsible, disrespectful, or violent behavior that undermines the ability to teach and learn will not be tolerated.

### **PHILOSOPHY**

Teachers have the basic responsibility of maintaining discipline and order in the classroom so that learning can take place. With that in mind, the following are options:

- ▶ Teacher-student conferences to be conducted before school, during the lunch period, or after school.
- ▶ Teacher-parent telephone conference
- ▶ Teacher-parent-student conference
- ▶ Student referred to the Principal's Office

### **STUDENT DISCIPLINE (Board Policies JK)**

The Board of Directors recognizes that, on occasion, a student will engage in behavior that is not conducive to a positive school climate and that interferes with the ability to teach and learn.

In keeping with the District's commitment to provide the best possible education for each child, the Board hereby adopts a disciplinary process that emphasizes the need to teach students to make better choices.

Immediate intervention is the first step in preventing the continuation of unacceptable behavior. In cases where a student ignores the immediate intervention and continues to be defiant, appropriate consequences become essential in the teaching of the need to make better choices. Consequences should be in proportion to the misbehavior, should be fair and

dignified, and should be administered in good temper. Consequences should not be humiliating, hurtful or exclusionary.

The District shall operate a student detention program. A student may be issued a detention notice for inappropriate behavior. A detention notice will require the student to attend an after school detention session.

Physical force and corporal punishment shall not be used as disciplinary methods. When deemed necessary, a reasonable amount of force, not to cause bodily injury or extraordinary pain, may be used to remove a student from the scene of the disturbance.

### **BEHAVIOR AND CONSEQUENCE GUIDE**

Administrators, teachers, students and parents all expect a school discipline program that will enable teachers to teach and students to learn in a safe, respectful and cooperative environment.

There are seven basic types of responses to unacceptable behaviors. These are listed below in order from the least severe to the most severe response.

- ▶ Verbal Warning (with a call to parents when appropriate)
- ▶ Issuing a detention slip (call to parents required)
- ▶ Saturday Morning Detention Hall assigned by the principal
- ▶ Suspension from school assigned by the principal
- ▶ Possible referral to the superintendent
- ▶ Consideration for expulsion by the School Board

Below you will find a partial list of specific behaviors that our school will focus on and the resulting consequences for these behaviors.

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## **EXAMPLES OF BEHAVIORS THAT WARRANT A:**

### **DETENTION SLIP**

(requires a phone call from the teacher to the parents)

- ▶ For any behavior that interferes with teaching and learning
- ▶ Any use of swear words, vulgar, hateful or other offensive language
- ▶ Missing homework per teacher grading policies
- ▶ Tardy to school or class without acceptable reason
- ▶ Internet abuse as outlined in the Acceptable Use Policy and/or accessing inappropriate materials
- ▶ Disrespectful/threatening verbal communication by a student to a student
- ▶ “Play fighting” or horsing around that was not a “fight” as determined by the teacher and/or the principal
- ▶ Insubordination (refusing to comply with a specific directive)
- ▶ Repeated inappropriate displays of affection on campus
- ▶ Other infractions that warrant a detention slip as determined by the teacher and/or the principal

### **SATURDAY MORNING DETENTION HALL**

- ▶ Skipping or being removed from regular detention hall
- ▶ Cutting class
- ▶ Removal from the learning environment
- ▶ Other infractions that warrant a Saturday Morning Detention Hall as determined by the principal

### **SUSPENSION FROM SCHOOL**

- ▶ Violation of Closed Campus Policy
- ▶ Verbal abuse of any adult
- ▶ Fighting

- ▶ Physical assault or harassment
- ▶ Possession and/or consumption of alcohol, tobacco, or drugs
- ▶ Acts of vandalism (assessment of costs related to the damages required)
- ▶ Setting off the Fire Alarm
- ▶ Bomb threat (immediate 10-day suspension from school, referral to law enforcement agency, consideration for expulsion from school)
- ▶ Skipping Saturday Morning Detention Hall (plus Saturday still needs to be served)
- ▶ Other infractions that warrant a suspension as determined by the principal

### **REFERRAL TO THE SUPERINTENDENT**

The principal may refer a student to the superintendent at the second suspension. The superintendent may be present at the readmission meeting.

### **RECOMMENDATION FOR EXPULSION**

- ▶ Arson and bomb threat/bombing
- ▶ Physical assault on an adult
- ▶ Possession of a dangerous weapon
- ▶ After the 10-day suspension maximum has been met and additional response to unacceptable behavior is needed
- ▶ Chronic discipline problem
- ▶ Other infractions that warrant an expulsion hearing as deemed appropriate by the superintendent

### **DETENTION OF STUDENTS**

#### **DETENTION FOR MAKE-UP WORK OR EXTRA HELP (Board Policy JKB)**

A teacher may detain a student for make-up work, to provide extra help, or for study sessions, provided the parent is aware of the detention and proper arrangements have been made for transporting the student home.

### **DISCIPLINARY DETENTION**

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**(Board Policy JKB)**

For violation of District policies and school rules, the District allows for the detention of students through an after-school hours and Saturday detention program.

If a student has been issued a detention notice, the student shall attend the next scheduled after school detention session.

After a student's third detention, the fourth disciplinary detention will automatically be a Saturday detention. For every Saturday morning detention served, a report will be mailed to the parents informing them of the situation and of the need for behavioral improvement.

The principal will establish rules, under the guidance of the superintendent, to guide and regulate the delivery of the disciplinary detention program. Per Board request, the building principal shall report to the Board of Directors regarding any aspect of the detention program.

Supervision must be provided for students who are detained after school or for Saturday detention. Students are not to be left alone during detention.

**DETENTION HALL EXPECTATIONS AND PROCESSES**

The expectations for the operation of our detention hall are simple and can lead to improved behavioral and academic performance. The student is expected to report to the detention hall on time (2:45 p.m.). Detention hall students are expected to do school-related work and/or read. Students are to remain quiet during the detention hall and are to remain in the detention hall until dismissed (4:00 p.m.).

Cooperation from students is essential during the detention hall. Students who choose to violate the

expectations will be removed and be required to attend the next Saturday Morning Detention hall AND still serve the original detention.

**Late bus no longer provides rides for detention students due to supervision issues at the 4:00 p.m. dismissal time.**

Students who are scheduled to attend a detention hall must do so regardless of any other commitment (i.e. sports activities, work, etc....)

Students who do not attend their scheduled detention hall may be required to attend the next Saturday Morning Detention hall, as determined by the principal. This does not cancel the original detention that was missed.

Students may be excused from detention hall IF the parents request to excuse the student, at the discretion of the principal. This SHOULD BE DONE BEFORE THE DETENTION HALL IS TO BE SERVED. After the fact requests to be excused from detention hall will not be approved except in rare cases of hardship on the student/family.

**SUSPENSION POLICY**

(Board Policies JKD and JKD-R)

MSAD #33 is fully committed to providing a quality education program in which all students can maximize their abilities in an environment conducive to learning and promoting respect for all.

In an effort to maintain a positive environment in our schools, students who demonstrate inappropriate behavior, such as:

- ▶ Excessive verbal abuse,
- ▶ Excessive physical abuse,
- ▶ Possession of tobacco products, alcohol products, drugs and/or drug paraphernalia, or
- ▶ Possession of a dangerous weapon, which poses

a threat to other students and/or staff shall not be tolerated within the learning environment.

Students who demonstrate the types of behavior identified above shall immediately be removed from the learning environment and be referred to the principal. The principal shall immediately investigate the alleged infraction. If the investigation reveals that the infraction has occurred, the student shall immediately be suspended **out of school** for a period of time to be determined by the principal.

Students who demonstrate excessive and/or habitual disciplinary problems and fail to demonstrate a sense of commitment to improve may also be subject to a suspension. The administrative team (Principal, Guidance Counselor, and Superintendent) shall review such matters and determine if a suspension would be productive.

When a student is referred to the principal for an alleged violation that may require suspension, the principal shall immediately investigate the allegation. (Board Policy JKD-R)

If the principal determines that a suspension is warranted, he/she shall:

- ▶ Inform the student of the charges against him/her,
- ▶ Inform the student of the basis for the charge; and
- ▶ Inform the student's guardians regarding the suspension and request that they make arrangements to transport their child home as soon as possible.

The principal may also inform the guardians that the following conditions will have to be met prior to their child's readmission to school:

- ▶ The student, accompanied by his/her guardians, shall meet with the principal and the

teacher(s) involved to review the infractions that led to the suspension and to set clear expectations that such infractions will not recur.

- ▶ The student shall complete all classroom assignments missed during the suspension according to his/her teachers' time lines.

Beginning with the second suspension within the school year, the superintendent may also be present at the readmission meetings.

The principal shall determine a period of suspension in proportion to the violation. The principal may suspend a student no more than a cumulative total of 10 days per school year.

The student and guardians shall be made aware that, if the student's behavior does not improve, expulsion may be considered.

### **EXPULSION POLICY (Board Policy JKE)**

The Board of Directors retains the sole statutory responsibility and authority to expel students. After proper investigation and due process, the Board may expel a student in order to maintain a positive school climate and to ensure the successful delivery of its educational programs.

A student who is determined to have brought a firearm to school must be expelled from school for a period of not less than one year, except that the Board of Directors may authorize the superintendent to modify the requirement for expulsion of a student on a case-by-case basis.

In other cases, a student may be considered for expulsion if he/she demonstrates the type of misconduct that warrants disciplinary consequences to a degree beyond those addressed in the Student Suspension policy.

Upon becoming aware of the alleged student

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misconduct, the principal shall immediately assess the situation and initiate the investigative process. In investigating a student with disabilities, the principal shall comply with all applicable state and federal special education laws that govern such investigations and removals. After a thorough and proper investigation where the conclusion warrants consideration of expulsion, the superintendent shall schedule an expulsion hearing and notify the student and the student's parents (guardians) of the hearing and of their rights.

The expulsion hearing shall be held in executive session, unless the student being investigated requests, in writing, that the hearing be held in open session. Upon returning to open session, the Board shall take appropriate action as warranted by the facts presented.

If the student is expelled, the expulsion shall be for an indefinite period of time. The Superintendent shall work with the student to establish specific criteria prior to the student receiving a recommendation from the superintendent to be re-admitted to school.

#### **DISCIPLINARY REMOVAL OF STUDENTS WITH DISABILITIES (Board Policy JKF)**

When removing students with disabilities from their regular school programs, whether as a result of a suspension, an expulsion, or any other removal covered by state and federal special education laws, it shall be the policy of the local school unit to comply fully with all applicable state and federal special education laws that govern such removals.

The Superintendent, in consultation with other school administrators, may develop and promulgate procedures for implementing this policy and may, from time to time, amend those procedures as necessary.

#### **DISCIPLINARY REMOVAL OF STUDENTS WITH DISABILITIES ADMINISTRATIVE PROCEDURE (Board Policy JKF-R)**

These procedures shall govern disciplinary removals of students with disabilities from their regular school program. These procedures shall be interpreted in a manner consistent with state and federal special education laws and regulations.

- ▶ School administrators may suspend students with disabilities for up to 10 cumulative school days in the school year under the same terms and conditions as students without disabilities are suspended, subject to the limitations set forth below:
  - In the event that a disabled student's Individualized Education Plan (IEP) specifically lists a school response other than a suspension that must be followed for a particular type of misconduct, the school administrator shall follow the requirements of the IEP in responding to that misbehavior.
  - When calculating the 10 cumulative school day total, school administrators shall include school days spent in an in-school suspension or removal, unless during that removal the student continued to have access to the general curriculum, to the special education services in his/her IEP, and also continued to participate with non-disabled students to the extent he/she would have in the student's regular program.
  - Portions of a school day that a student has been suspended would be included in determining whether the student has been removed for more than 10 cumulative school days.
- ▶ In the event that a school administrator must remove a disabled student from his/her school program for more than 10 cumulative school days in the school year, the administrator shall ensure that the following steps are followed:

- After consulting with the student’s special education teacher, the school administrator shall arrange for the student to receive an appropriate level of educational services during the removal in question so as to ensure that the student is able to continue to progress in the general curriculum and appropriately advance toward the goals and objectives listed in the student’s IEP during that removal.
  - The administrator shall contact the District’s special education office to arrange for a meeting of the student’s Pupil Evaluation Team (PET), which should meet within 10 business days of commencing the removal in excess of 10 cumulative school days in the school year.
  - At the PET meeting referenced above, the PET shall undertake all the responsibilities established by state and federal special education laws, including reviewing or ordering as appropriate a functional behavior assessment and a behavior intervention plan. The Team may also undertake a manifestation determination of the behaviors of concern, and must undertake that manifestation determination if the student has been removed with sufficient frequency to constitute a “change of placement” as that term is defined by state and federal law.
  - Nothing in these procedures shall prevent the PET from undertaking functional behavior assessments, manifestation determinations, or the development of behavior plans at earlier points in time, as determined appropriate by the PET.
- ▶ Should school officials believe that the student should remain out of his/her regular program for a sufficient length of time so as to be a “change of placement” under state and federal law, school officials shall schedule a PET meeting to consider that removal. At that meeting, the following things must occur:
- The Team shall review or order, as appropriate, a functional behavior assessment and shall review or order, as appropriate, a behavior intervention plan for the student. The Team shall also undertake a manifestation determination of the behaviors prompting the need for the extended removal time.
  - If the PET chooses to remove the student from his/her regular program for a period of time that would be a change of placement, the Team shall decide upon the appropriate services for the student to receive during that removal. Those services must be calculated to ensure that the student is able to continue to progress in the general curriculum and appropriately advance toward the goals and objectives listed in the student’s IEP during that removal.
  - When such a removal is ordered by the PET, the family shall receive the special education statement of procedural rights as part of that decision. If possible, the chair of the PET meeting should also attempt to inform the student’s parent/guardian at the meeting that if he/she does not believe the service package ordered by the PET is appropriate, then the parent/guardian may request a due process hearing challenging the appropriateness of those services.
- ▶ For the purpose of these procedures, a “change of placement” shall be any removal from the student’s regular school program that is for more than 10 consecutive school days in a school year, or any series of removals that constitute a pattern because they cumulate to more than 10 school days in a school year and are considered a change of placement because of factors such as the length of each removal, the total amount of time the student is removed
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and the proximity of the removals to one another.

- ▶ In any situation where the PET determines that misconduct is not a manifestation of the student's disability, then the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner as they would be applied to students without disabilities, up to and including possible expulsion of the student in question. During any permissible disciplinary removal in excess of 10 cumulative school days in the school year, including expulsions, the school shall provide that student with services sufficient to ensure that the student is able to continue to progress in the general curriculum and appropriately advance toward the goals and objectives listed in the student's IEP during that removal. The PET shall determine the services that meet that standard for removals sufficiently long as to constitute a change of placement.
- ▶ Following any disciplinary removal in excess of 10 cumulative school days in the school year, the PET should meet to review the student's most recent functional behavior assessment, or if one has not been done, to order that such an assessment occur, as appropriate. Following the completion and/or review of the functional behavior assessment, the Team shall develop and/or review, as necessary, the behavior intervention plan and order changes in such a plan, if appropriate, to address the behaviors of concern.
- ▶ In those circumstances where a student brings a weapon to school, to a school function, or on school transportation, or where a student possesses, uses, sells or attempts to sell illegal drugs at school, a school function, or on school transportation, school officials may place that

student out of school for up to 45 days, shall provide educational services for the student, and shall schedule a PET meeting to occur within 10 business days of the removal. At that PET meeting, the Team shall undertake all necessary actions discussed in these procedures for responding to removals that constitute a change of placement for the student. Determinations regarding what should happen with the student after the 45-day removal shall also be made by the PET, consistent with these procedures and state and federal law.

#### **CLOSED CAMPUS POLICY (Board Policy JEFA)**

The Wisdom Middle/High School campus is closed from the time the student enters campus in the morning (regardless of mode of transportation) to the time the dismissal bell rings (2:36). Students may receive permission from the principal to leave the campus under special circumstances.

#### **DANGEROUS WEAPONS IN SCHOOL (Board Policy JICI)**

Maine School Administrative District #33 is committed to promote a safe environment in which students are free to learn and school personnel are free to work without the detrimental effects of weapons in school.

School personnel shall take the necessary steps to confiscate any article described in this policy, using appropriate measures, without endangering one's well-being or the well-being of others. School personnel should seek assistance when encountering possible volatile situations. All material confiscated shall be turned in to the principal's office immediately.

Possession of articles used or designed to inflict bodily harm and/or intimidate, coerce or harass individuals shall be prohibited. Examples of such

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articles include, but are not limited to, firearms, ammunition, explosives, cross-bows, paint ball guns, pellet/BB guns, brass knuckles, switchblades, knives, multipurpose tools (e.g., Leather man), chains, clubs, Kung Fu stars, nunchucks.

The use of any object as a weapon, although not necessarily designed to be a weapon, to inflict bodily harm and/or to intimidate, coerce or harass individuals shall be prohibited. Examples of such articles include, but are not limited to, bats, belts, picks, pencils, scissors, compasses, objects capable of ignition (e.g., match, lighter), files, tools of any sort and replicas of weapons (including some toys).

A student who is determined to have brought a firearm to school shall be expelled in accordance with the Student Expulsion policy. The principal shall also report the infraction to the appropriate law enforcement agency.

This policy shall apply to all students and staff, at all times while on school premises, in any school vehicle or privately owned vehicle while on school premises, and at any school-sponsored activity.

Upon receiving written permission from the principal, staff members and/or students may bring articles such as the above to school for instructional use.

#### **HARASSMENT POLICY**

**(Board Policies JFAC-JFAB-ACB-ACC)**

MSAD #33 recognizes the right of each student to perform in an atmosphere which is free of harassment, intimidation, ridicule, hostility, and offensiveness. In order to ensure such an atmosphere, staff and students should not engage in harassment based upon race, color, sex, religion, age, national origin, handicap, or any

other reason. Acts of this nature are not only a violation of this policy, but also constitute illegal discrimination under state and federal laws. Examples of prohibited harassment include:

- ▶ Unwelcome sexual advances, gestures, comments or contact
- ▶ Threats of physical harm
- ▶ Offensive jokes
- ▶ Ridicule, slurs, derogatory actions or remarks.

The most important thing to remember is that no one has to tolerate any harassment from anyone for any reason. There is a law that protects everyone. No one has the right to get their thrills at another's expense. Everyone has the right to be protected from harassment. Students who believe they are victims of harassment should:

Inform the offender that the behavior is unwelcome, offensive, hurtful, in poor taste, or inappropriate. The Affirmative Action Officer (Ms Tammy LeBlanc) or any other staff member should be present as witnesses when this happens.

If a student feels uncomfortable about confronting the person harassing him/her, inform the District's Affirmative Action Officer right away. He/she will assist the student in making the harassment stop.

The District's Affirmative Action Officer will advise the person who has been harassed of the various options available. An informal meeting will be held that will include the harassed student, the one student who is doing the harassing, and the Affirmative Action Officer. It is there that the affirmative action process will be started. It will only continue to more formal/serious processes (including filing a formal harassment charge and disciplinary action) if the harassment continues. For more information, please refer to the MSAD #33 Policy located in the principal's office.

#### **NO HAZING POLICY (Board Policy JFCF)**

Maine statute defines injurious hazing as "any

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action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school.

Injurious hazing activities of any type, such as, initiations, swirlies, hoe-down's, etc., either on or off school property, by any student, staff member, group or organization affiliated with Wisdom Middle/High School are inconsistent with the educational process and shall be prohibited at all times. No one shall encourage, plan, engage in, permit, condone, or tolerate injurious hazing activities of any kind.

Failure to abide by this policy will be subject to disciplinary action including suspension, expulsion, or other appropriate measures. If an organization affiliated with Wisdom Middle/High School condones hazing, penalties may include ending the affiliation in addition to any civil or criminal penalties to which the violator or organization may be subject.

**THREATS - VERBAL and/or NON-VERBAL**  
(Board Policy EBCC)

MSAD #33 recognizes that threats of any kind represent a potential danger to the safety and welfare of the students and the staff, as well as to the integrity of school property. Threats also disrupt the instructional program and learning environment and place a significant demand on school financial resources and public safety services.

A threat will be considered to have taken place when any communication indicating that a bomb, a look-alike bomb, a toxic or hazardous substance, or any other material considered to be potentially harmful has been or will be placed on school premises. The presence of an unauthorized person(s) on or near school premises poses a possible danger and will also be considered a threat.

All threats will be regarded as extremely serious matters and treated accordingly. Any individual who becomes aware that a threat has been communicated or discovered shall immediately notify the principal. Any individual who fails to do so may be subject to disciplinary action.

The principal, upon being made aware that a threat has been communicated or discovered (whether real, intended as a prank, or for some other purpose), shall take immediate and appropriate action to reduce the risk of harm to students and staff. The principal will also initiate the process of assembling the District's Crisis Response Team.

Most threats are a violation of civil and/or criminal law and, therefore, shall be reported to law enforcement authorities.

In the event that a threat results in the loss of instructional time, the superintendent, in consultation with the administrative team and teaching staff, will schedule make-up time.

The District's *Student Code of Conduct* shall contain appropriate disciplinary sanctions regarding student involvement in verbal and/or non-verbal threats.

MSAD #33 reserves the right to bring suit and to seek restitution for damages, as permitted by law, against any individual responsible for communicating a threat.

**NO SMOKING POLICY (Board Policy ADC)**

Studies reveal that tobacco use (including the exposure to second-hand smoke) is detrimental to one's health; therefore, Maine School Administrative District #33 is committed to promoting a healthy and safe environment for learning and working by providing tobacco-free schools and tobacco prevention education. The District will support any person seeking help in

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tobacco-use cessation by referring him/her to appropriate personnel and/or providing information to other resources. Wearing and/or displaying any type of tobacco promotional materials and/or the use of tobacco products or tobacco look-alike products shall be prohibited at all times for all persons on school grounds, on school buses and other District-owned vehicles, and at all activities. Any person under the age of 18 shall be prohibited from possessing tobacco or tobacco look-alike products.

**HIGH SCHOOL/MIDDLE SCHOOL STUDENTS (GRADES 6-12)**

**FIRST OFFENSE:**

Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, meeting and assessment with substance abuse educator or designated staff, participation in tobacco education program, and/or Saturday detention. Offer student resources for available cessation programs.

**SECOND OFFENSE:**

Will result in any or all of the following: confiscate tobacco products, notify parents, parental conference, notify police, meeting and assessment with substance abuse educator or designated staff, mandatory Tobacco Education Program (if available), and/or Saturday detention(s). Offer student resources for available cessation programs.

**THIRD OFFENSE:**

Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, turn tobacco product over to police, parental conference, meeting with substance abuse educator or designated staff, possible suspension, and/or community service. Offer student resource for available cessation programs.

**VISITORS**

Anyone found smoking or using tobacco products or tobacco look-alike products will be asked by the appropriate school official to refrain from smoking or tobacco use while on District property. They will be informed of the District's tobacco-free policy. If the visitor or member of the public does not comply, they will be asked to leave. If they refuse to leave, law enforcement may be called.

**DRUG AND ALCOHOL USE BY STUDENTS (Board Policies JICH and JICH-R)**

The School Board and staff of Maine School Administrative District #33 support for students a safe and healthy learning environment which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health, and well-being of students, the School Board endorses a three-pronged approach to address the issue of drug and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

These prohibitions 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 school unit will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

The school unit will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate regional organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

The school unit shall distribute this policy and appropriate related information to staff, students, and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

### **INTERVENTION FOR 7-12 REFERRALS**

#### **REFERRAL BY A CONCERNED PERSON**

- ▶ Notify administrator and/or guidance counselor;
- ▶ Have administrator and/or guidance counselor meet with student;
- ▶ Notify parent/guardian, if warranted; and
- ▶ Encourage student to seek help from counselors, peer counselors, and/or community agencies or organizations.

#### **SELF-REFERRAL**

- ▶ Listen to concern;
- ▶ Refer to administrator and/or guidance counselor;
- ▶ Notify parent/guardian, if warranted;
- ▶ Encourage help from substance abuse counselor and/or community agencies or organizations; and
- ▶ Develop a plan to help the student.

#### **7-12 DISCIPLINARY ACTION**

##### **POSSESSION/USE - FIRST OFFENSE**

- ▶ Have administrator meet with the student;
- ▶ Verify and/or confiscate substance;
- ▶ Notify parent/guardian and Superintendent;
- ▶ Notify police (if necessary);
- ▶ Suspend from school or recommend expulsion to the Superintendent; and
- ▶ Have the student meet with the guidance counselor or, if available, a substance abuse counselor to develop a plan to help the student.

##### **SECOND OFFENSE**

- ▶ Steps 1-6 same as above with additional suspension time and/or recommendation for expulsion; and
- ▶ Recommend to parent/guardian that the student be referred for clinical evaluation. If parent/guardian does not cooperate, notify the Department of Human Services.

##### **THIRD OFFENSE**

- ▶ Same as second offense;
  - ▶ Recommend formal evaluation for treatment; and
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- ▶ Refer to the Superintendent for possible expulsion.

**FURNISHING/SELLING - FIRST OFFENSE**

- ▶ Have administrator meet with student;
- ▶ Verify and confiscate substance;
- ▶ Notify parent/guardian, Superintendent, and police; and
- ▶ Suspend and/or recommend expulsion to the Superintendent; and
- ▶ Have student meet with the guidance counselor or, if available, a substance abuse counselor.

**SECOND OFFENSE**

- ▶ Same as first offense; and
- ▶ Refer to the Superintendent for possible expulsion.

**PROCEDURES TO FOLLOW AT SCHOOL FUNCTIONS**

**FIRST OFFENSE**

- ▶ Remove student from function;
- ▶ Notify administrator and call parent/guardian to arrange for transportation home;
- ▶ Have administrator meet with student;
- ▶ Have student meet with guidance counselor or, if available, a substance abuse counselor; and
- ▶ Suspend from school.

**SECOND OFFENSE**

- ▶ Same procedure as first offense;
- ▶ Suspend and/or recommend expulsion; and
- ▶ Have parent/guardian and student meet with guidance counselor or, if available, a substance abuse counselor to develop a plan for help.

**PROCEDURE FOR OFF-CAMPUS ACTIVITIES**

Any undesirable conduct may lead to suspension from the activity for an indefinite period of time as determined by the administrator, athletic director, and coach/advisor/teacher.

Note: Outlined procedures must be used with

good judgment. The District recognizes that all students are individuals and thus must advocate in their best interest. The School Board recognizes that they have an obligation to protect individual student rights and the rights of other students.

**STAFF CONDUCT WITH STUDENTS  
(Board Policy GBEBB)**

Maine School Administrative District #33 expects all staff members, including teachers, coaches, counselors, administrators, educational technicians, cooks, bus drivers, custodial staff, clerical staff, and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For purposes of this policy, staff members also include school volunteers. The interactions and relationships between staff members and students should be based on mutual respect and trust, an understanding of the appropriate boundaries between adults and students in an educational setting, and consistent with the educational mission of the schools.

Examples of unacceptable conduct by staff members that are expressly prohibited include, but are not limited to, the following: any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under Board policy; singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship; for non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussion, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school program; sexual banter, allusions, jokes or innuendoes with students; asking or encouraging students to keep specific information or incidents from their

parents; and confiding in a student about your personal, family, and/or work issues, and possessing, using, or being under the influence of any alcoholic beverage or illicit drug on school grounds or at school-sponsored student activities.

Before engaging in the following activities, staff members will review the activity with their building principal or supervisor, as appropriate: inviting or allowing students to visit the staff member's home; maintaining personal contact with a student outside of school through home visitations, by telephone, e-mail, the Internet, or letters (beyond homework or other legitimate school business); exchanging personal gifts; and/or socializing or spending time with students, other than family members, outside of school-sponsored events except as participants in organized community activities.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether a particular conduct may constitute a violation of this policy.

Students and/or their parents/guardians are strongly encouraged to notify the principal or other appropriate administrator if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the appropriate building administrator or Superintendent of Schools if they become aware of a situation that may constitute a violation of this policy. Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement in

accordance with Board policy. This policy shall be included in all employee, student, and volunteer handbooks. Note: Exceptions to these guidelines may be made for children of staff relatives and personal friends.

## **PLAGIARISM**

Plagiarism is an example of unethical and illegal behavior. Whether it be deliberate or unintentional, it is a serious school offense. There are many types of plagiarism, all with serious consequences:

- ▶ Complete plagiarism- submitting another's work in its entirety as own.
- ▶ Partial plagiarism- lifting portions of another text and using it as own work.
- ▶ Patchwork plagiarism-lifting ideas, phrases, sentences, and paragraphs from a variety of sources.
- ▶ Lazy plagiarism- sloppy note taking or research shortcuts.
- ▶ Self-plagiarism-using an essay written for one course to satisfy requirements for another course (unless consensual permission from instructors prior to beginning research).
- ▶ Reworded plagiarism-repeatedly rephrasing without giving credit.

## **CONSEQUENCES FOR PLAGIARISM**

Step One — Saturday detention + zero + meeting with principal and teacher

Step Two — Suspension + zero + meeting with principal, teacher, parents, and student

Step Three — To be determined by principal + zero + meeting with principal, parents, teacher, and student

Students who are caught plagiarizing should realize that notification to NHS advisor may be considered. Also, students and parents should note that these steps are cumulative over a

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student's four year high school career.

**DRESS CODE**

Grooming and dress should be such that it presents no hazards (blocked vision, restricted movements, interference with teaching and/or learning) to students in their school activities.

Dress must not cause excessive school property maintenance problems (chains, wide link necklaces, metal fasteners, and other sharp objects, cleats, shoe soles that mark up the floors and walls, etc).

Clothing worn in school must not promote the use of drugs, alcohol, tobacco products, gang affiliation, or profane or suggestive language as

determined by the principal.

Clothing that allows for the excessive display of body skin as determined by the principal is also restricted. This restriction includes:

- ▶ tops with "spaghetti straps" and low cut backs and/or fronts. Certain "tank tops" and "muscle shirts" may be included in this restriction.
- ▶ clothing which exposes a student's midriff
- ▶ shorts that reveal an excessive amount of one's upper thighs

Unacceptable clothing must be removed and replaced. Parents may be contacted by the principal.

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# ADMINISTRATION OF MEDICATION TO STUDENTS

(Board Policy JLCD)

## **PURPOSE**

Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program. The intent of this policy is to ensure the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Board encourages collaboration between parents/guardians and the schools in these efforts.

## **DEFINITIONS**

For the purpose of this policy, "medication"

includes both prescription and non-prescription (over-the-counter) medications. "Physician" includes physicians, dentists, and other licensed health professionals when prescribing within the scope of their prescriptive authority (e.g., nurse practitioners). "Parent" refers to the student's parent or guardian. "Unlicensed personnel" refers to school staff that is not licensed by the State in any profession that allows for the administration of medication, diagnose medical conditions, provide medical care, and/or prescribe medication (e.g., administrators, teachers, secretaries, education technicians, coaches, bus drivers). The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student and for any injury arising from a student's self-administration of medication.

## **PARENTAL REQUESTS**

In the event that no reasonable alternative exists, the parent/guardian may request in writing that

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medication be administered to the student during the school day. The written request must include an acknowledgment and agreement that unlicensed personnel may administer the medication as per physician's instructions. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate school personnel. If they choose to do so, parents may reveal the reason (diagnosis) requiring the administration of medication. The provision of such information is optional and disclosure shall not be compelled. Requests shall be valid for the current school year only. All parental requests must be accompanied by a written order from the student's physician substantiating the fact that the administration of a particular medication during the school day is necessary for the student's health and attendance in school. Such order must include: the student's name; the name and nature of the medication (e.g., tablets, liquid, drops); the individual dosage; the frequency, dosage, and duration of treatment; the potential side effects; and any specific instructions or procedures for the administration of the particular medication to the student. Parental requests must include information concerning the medical personnel to be contacted in the event complications arise with the administration of medication, including missed doses. Any changes to the following shall require new written requests/orders as applicable: Information in the physician's original written order; Health care provider(s); specific instructions or procedures for the administration of the particular medication to the student; condition of the student; or type of medication, dosage, and/or frequency.

In those circumstances where the school nurse or principal/designee believes that the prescription does not provide sufficient information for appropriate administration, or when the physician has indicated that he/she does not want the

medication administered by unlicensed school personnel, he/she shall immediately inform the school nurse or principal/designee who shall schedule a meeting including the school nurse, the building administrator, the parent(s), and appropriate professionals to discuss alternative options for administration of medication to the student.

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. No more than a one-month supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The school nurse or principal/designee shall be responsible for the appropriate and secure storage of medications kept at school.

### **RECORD KEEPING**

School personnel and the student's parent shall count all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications shall be recorded. School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given. The school nurse or principal/designee shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered. Records shall be retained according to the current State schedules pertaining to student health records.

To the extent legally permissible, staff members may be provided with such information regarding

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medication and its administration as may be in the best interest of the student.

### **ADMINISTRATION OF MEDICATION**

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses. All unlicensed personnel (principals, teachers, educational technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive annual training before being authorized to do so.

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

### **MEDICATION SUPERVISION**

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

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows: The school nurse and/or principal will determine whether an individual student's participation is inadvisable due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The parent must provide the appropriate number of doses needed for the

duration of the field trip or school-sponsored event. An appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication. All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events.

### **STUDENTS WITH ALLERGIES OR ASTHMA**

Students with allergies or asthma may be authorized by the principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met: The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler, the student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use, the student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler, the school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler taking into account the maturity and capability of the student

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and the circumstances under which the student will or may have to self-administer the medication, and/or the parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when a student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

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

by the principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

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

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

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# USE OF SCHOOL PROPERTY AND FACILITIES

## **SCHOOL PROPERTY**

### **LOCKERS**

A locker with a combination lock is assigned to each student at the beginning of the school year. Other arrangements may be made for securing personal property under special circumstances. A student who loses or damages a lock will be charged the cost of replacement. All locks are to be returned to the home room teacher at the end of the school year. The lockers are the property of Wisdom Middle/High School and are subject to inspection without notice by authorized personnel if this is deemed necessary by the principal. Parents and students are informed that unannounced drug detection activities may occur during the school year to help keep our school drug free. Such drug detection activities may result in a search of a student's locker.

The school is not responsible for stolen items. Personal property will not be stolen if students keep their lockers locked and their combinations private from other students.

Personal padlocks may be used at the discretion of the principal, and with prior knowledge that,

should entry into the locker become necessary in the absence of the student, the padlock will be cut.

Finally, any purposeful damages to lockers will be assessed and charged to the student to whom the locker assigned.

### **TEXTBOOKS**

All textbooks are the property of MSAD #33. Students will pay for lost textbooks and for book damage that is unusual or the result of obvious abuse or neglect. Students will be required to cover their books at the beginning of the school year and keep them sufficiently protected until they are returned at the end of the school year.

### **RESTITUTION BY STUDENTS FOR DISTRICT PROPERTY WHICH HAS BEEN LOST, STOLEN, DAMAGED OR DESTROYED**

It shall be the policy in M.S.A.D. # 33 to collect the replacement cost of any District property which is lost, stolen, damaged or destroyed by a student(s). Students will be charged for any item which is stolen or willfully destroyed and/or damage and breakage which results from carelessness, neglect, or misconduct. The District

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will not seek restitution for normal wear or for accidental damage or breakage. The policy will be administered in the following manner:

1. Teachers or other District employees will report any lost, stolen, damaged or destroyed items to the principal's office and the name of the student(s) responsible.
2. A report including a bill will be mailed to the parents/guardian of the student(s). The bill will include the following cost as appropriate: replacement; parts or components; materials; labor; postage/shipping and handling.
3. The District will make reasonable efforts to collect amounts due including, but not limited to, withholding report cards.

If reimbursement is not forthcoming within a reasonable time:

- ▶ Damage to school property may be recovered in a civil action to obtain the permitted "double the damage"; or
- ▶ Costs of lost, destroyed or damaged school books and instructional appliances may be recovered by requesting the municipal assessor to include the value in the next municipal tax of the delinquent parent.

### **SCHOOL FACILITIES CAFETERIA**

The cafeteria is the designated area for students in the morning, during lunch, and after school. Students may go outside, but they must stay in front of the Memorial Wing and not wander or play near cars or occupied classrooms. Students who have cars on campus are not allowed to go to their cars without the expressed permission of the principal. To reduce to possibility of personal injury and/or damage to doors students will not be allowed to congregate on the porch..

Juice/water, and food vending machines are located in the cafeteria for student use only until 8:00 A.M., during lunch, and after 2:36 P.M. Students may not use juice machines during their study hall periods.

### **LUNCH SCHEDULE**

The bell schedule indicates when high school and middle school lunches are served. After lunch, high school students may remain in the cafeteria and/or report to the open gym when it is available. Middle school students may go outside or stay inside at the discretion of the teachers on duty.

### **SALE OF LUNCHES**

Students are encouraged to apply for free or reduced lunches using the forms distributed at the beginning of each school year. Students may bring their own lunches or purchase food from our school lunch program. Students who buy food at school are encouraged to use their automated lunch cards to facilitate the lunch accountability program. The best time to pay for lunches is between 7:30 and 8:00 a.m. the first day of school for that week. Payment may be made in cash, or by personal check made out to Wisdom Middle/High School.

### **EXPECTATIONS IN THE CAFETERIA**

It is expected that students will display behaviors appropriate to an eating environment. Food is to be consumed in the cafeteria and students are expected to leave their eating area clean. Habitual failure to abide by these expectations will result in a loss of cafeteria privileges for an indefinite period of time.

### **GYMNASIUM OPEN GYM**

The open gym option will be announced as it becomes available each year. Open gym usually occurs during the lunch period. All students must show the same respect for the gym floor and

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equipment as they do during other gym activities. Appropriate gym sneakers or socks MUST be worn in order to participate in any sport activity during open gym. No food or drink is allowed in the gym. Once in the gym, students are expected to stay there until the lunch period is over. The gym lobby is off limits during open gym.

**LIBRARY  
USE OF LIBRARY**

The library is open for use from 7:55 A.M. to 2:45 P.M. each day, except during lunch periods. While in the library, students are expected to not disturb the quiet atmosphere which is so necessary for quality use of the library.

**RESPONSIBILITY FOR LIBRARY MATERIALS**

Library books are checked out for a two-week period of time. Books may be renewed for an additional two weeks by checking them out again. A student must have the books with him/her to renew them.

Returning books on time enables other students to access them. A book is “overdue” the day after the date stamped on the “date due” slip. An overdue book fine will be assessed for any books not returned on time. To help students avoid this charge, we will provide overdue notices during

regular A.M. announcements.

If a book is lost, please report it as soon as possible. A replacement fee assessed by the librarian will be charged to the student.

If a student has any overdue books, unpaid book fines, or unpaid replacement fees, (s)he will not be allowed to check out any other books until this situation is remedied.

Materials borrowed from other libraries through interlibrary loan are subject to the rules of the lending library.

**SCHOOL PHONES AND PERSONAL CELL PHONES**

Students will not be allowed to use cell phones in the school building either for incoming or outgoing calls. Students may use the phone in the main office during lunch time only, unless an emergency exists and permission is granted by the principal.

Student cell phones must be turned off while in the school building or administrative action will be taken.

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# SCHOOL-WIDE SAFETY

## **FIRE DRILLS**

Fire drills will be conducted to develop the skills needed to evacuate the building as quickly and as safely as possible in the unfortunate event of a fire. When the fire alarm is sounded, everyone must clear the building as defined on the building evacuation charts posted at the entrance of all rooms. Everyone is to remain quiet and walk to their designated areas outside. Teachers must bring their attendance documents with them, turn off all lights, make sure that all windows and doors (not locked) are closed before leaving their rooms and, after reaching the designated waiting area outside. Teachers must conduct a roll call to determine that all students are present.

Once out of the building, *make sure to stay clear of all fire lanes (any driveway area)*. This will enable fire trucks and other vehicles/equipment to approach the building quickly and without harm. *Please stand on the lawns and stay with the teacher and the group.*

## **EMERGENCY LIGHTS**

In the event of an electrical failure, emergency lights provide ample lighting to reach a destination safely.

## **DANGEROUS WEAPONS IN SCHOOL** (Board Policies JFCJ and JFCJ-R)

*See Disciplinary Section.*

## **INTEGRATED PEST MANAGEMENT PROGRAM** (Board Policy ECB)

MSAD #33 uses an IPM program to control structural and landscape pests. The IPM program is a systematic approach to pest management that combines a variety of methods for managing pests including monitoring, improved horticultural, sanitation and food storage practices, pest exclusion and removal, biological control, and pesticide application. The objective of the program is to provide effective pest control using the least toxic methods possible. Pesticide application should be planned to occur on weekends or during vacations to allow maximum time for sprays to dry and vapors to dissipate. Applications must not be conducted when people are in the immediate area being treated. All applications must be conducted in accordance with all applicable Board of Pesticides rules and regulations. When a pesticide has been used, records pertinent to the application will be maintained at the Superintendent's office for a period of two years following application. These

records, along with a copy of *Chapter 127 Board of Pesticides Control Standards for Pesticide Applications and Public Notification in Schools*, may be reviewed at the Superintendent's office during regular business hours by contacting the office at 543-7334.

### **ASBESTOS MANAGEMENT**

The federal Asbestos Hazard Emergency Response Act (AHERA) requires that Local Education Agencies inform all school employees and students of asbestos-related activities, such as asbestos inspections and removal projects that have been undertaken in MSAD #33, at least once a year. This information is recorded in the MSAD #33 Asbestos Management Plan. The Asbestos Management Plan for MSAD #33 is located in the Superintendent's office at 431 US Rte 1, Frenchville, Maine. The Asbestos Management Plan is available for review during regular office hours. Copies are available on request at the cost of \$.10 per page.

### **VIDEO SURVEILLANCE (Board Policy ECAEA)**

Maine School Administrative District #33 permits the use of video cameras on school buses and in the public areas of school buildings, grounds, and other property including, but not limited to, hallways, stairwells, classrooms and other instructional areas, for the primary purpose of documenting disciplinary problems and vandalism, thereby reducing disciplinary problems and protecting school property. Video cameras will not be placed in restrooms, locker rooms, changing rooms or any other location prohibited by law. Videotapes shall not include an audio component. The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building principal or other

responsible administrator. Parents, students, and staff shall be notified in writing in the Student Handbook, staff handbook, or as otherwise determined appropriate by the District administration that video cameras will be used on school buses and property. Students may be disciplined based in whole or in part on videotape evidence of misconduct. However, the videotapes shall not be maintained as a student record, except as such videotapes are used in the course of student disciplinary proceedings or for other good reason as determined by the Superintendent.

The videotapes shall not be available for viewing by the public, employees of the District in general, the media, or other individuals. Access to the videotapes shall be limited as follows: School administrators and the School Board shall be authorized to view the videotapes for the purpose of documenting disciplinary problems of a student and in determining which student(s) may be involved, a student subject to discipline based upon activities recorded on videotape, and/or the student's parent(s) or guardian(s), may view that segment of the videotape that documents the incident for which the student is being disciplined, the Principal or Superintendent may authorize other school personnel, such as a teacher, guidance counselor, school psychologist, or social worker, to view segments of a videotape if such personnel have a demonstrable educational interest in the video/audio tape, in appropriate circumstances, or as mandated by law or court order, the Superintendent is authorized to show a videotape to the District's legal counsel and to other government agencies, including law enforcement agencies or the Department of Human Services, and as otherwise provided by law. The Superintendent is authorized to develop rules and regulations implementing this Policy.

# SCHOOL ACTIVITIES

## **PARTICIPATION**

Student participation in extracurricular and or interscholastic activities is a privilege and will be voluntary. However, once a student has volunteered and has been accepted to an activity, the student is subject to the rules and regulations governing that activity and participation therein.

## **PROMOTING HEALTHY FOODS (Board Policy EFE)**

While many people believe that addressing nutrition related problems is a personal responsibility, they are only partially correct. It is also a school responsibility - schools have been identified as key settings for teaching and modeling healthy behaviors.

The health of our students is of utmost importance to the future of our society. As great progress has been made towards understanding and treating many diseases, society is also recognizing the importance of establishing good health habits early in life to reduce the risks of developing die-related diseases.

Maine School Administrative District #33

recognizes that merely teaching its students about good nutrition and the value of healthy food choices is not enough. The District is committed to modeling healthy behaviors by providing a school environment that will encourage healthy food and beverage choices. All food and/or beverages sold on school property by school-sponsored groups will be required to meet or exceed the nutritional value rule established by the *Nutrition Labeling and Education Act of 1990*. The School Health Leadership Team will review, at least annually, all items being sold through vending machines or stores on school property to verify that the selections meet or exceed the criteria for healthy foods. Also, parents will be encouraged, through newsletters and/or other means, to provide only healthy foods for their child while at school.

Student groups that sponsor the sale of foods and/or beverages as a fund-raiser shall be required to select healthy choices that meet or exceed the nutritional value rule.

Adult-based organizations (PTO, Booster Clubs, Education Association, etc.) Will be strongly

encouraged to consider healthy choices of foods and/or beverages for their fund raisers. These organizations will be permitted to include foods and/or beverages that do not meet the nutritional value rule as long as the sales are after school hours and conducted by adults.

### **STUDENT WELLNESS (Board Policy JL)**

Maine School Administrative District #33 recognizes that student wellness and good nutrition are related to students' physical and psychological well-being and their readiness to learn. The Board is committed to providing a school environment that supports student wellness, healthy food choices, nutrition education, and regular physical activity. The Board believes that students who learn and practice healthy lifestyles in their formative years may be more likely to be conscious of the importance of good nutrition and exercise as adults, practice healthy habits, and reduce their risk of obesity, diabetes, and other chronic diseases.

Policy JL includes goals for nutritional education, goals for nutritional standards, goals for physical activity, goals for other school-based activities, and goals for monitoring and evaluation. Copies of this policy can be obtained by calling Ms. LeBlanc at 543-7717 or checking District policies on the website.

### **ELIGIBILITY FOR INTERSCHOLASTIC ACTIVITIES (Board Policy JJJ)**

All students are encouraged to avail themselves of the opportunity to be involved in extracurricular/co-curricular activities. However, to participate, a student must have passing grades and abide by Board policy and the rules governing the activity in which s/he is involved. Participation is an honor which represents student's interests, satisfactory scholarship, and dedication to the school.

For purposes of this policy, activities will be defined as on-going extra-curricular and co-curricular activities sponsored by the school. Participation in occasional social events such as dances and concerts will not be governed by this policy.

Students failing a class on the day report cards are issued will be ineligible until follow-up grades are checked by the athletic director (two weeks after report cards are issued, meaning 14 calendar days excluding holidays). If the student is passing the class when the follow-up check is made, s/he will be eligible to participate in the activity for the remainder of the ranking period. If not, the student is ineligible for the remainder of the ranking period.

Students who have a failing grade in a class the last quarter of the school year will be ineligible to participate until s/he re-takes and passes the class in summer school or is passing when follow-up grades are checked (two weeks after the beginning of the school year, meaning 14 calendar days excluding holidays) the following school year. If the student is passing all classes when follow-up grades are checked, he/she may resume participation for the remainder of the ranking period. Semester and/or final grades are not used for this purpose.

Students taking part in athletic activities must show proof of insurance and have a yearly physical conducted by a medical doctor before preseason practices begin. Also, students and parents must sign the related *Athletic Responsibility Acknowledgement* document before a student may participate in any sports activity.

Starting with the first official practice, no athletic team member is allowed to use tobacco, drugs, or alcohol. Any team member found in violation of

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this rule will be immediately suspended from the activity for ten days. That team member will then follow the action plan outlined in the District's Drug Use and Abuse Policy.

### **EXPECTATIONS AT OFF-CAMPUS ACTIVITIES**

Students will remain with their group during any off-campus activities. All exceptions to this rule must be approved by the coach/advisor. Students in and out of school, who represent Wisdom Middle/High School, are expected to conduct themselves in a manner which will bring credit to themselves, their families, their community, and their school. Any undesirable conduct may lead to suspension from the activity for an indefinite amount of time as determined by the coach/advisor and principal.

### **CLUBS AND GROUP ACTIVITIES**

We encourage students to involve themselves in as many activities as their schedules and academic performance will allow. All rules and regulations governing each activity can be obtained from the activity advisor.

### **NATIONAL HONOR SOCIETY**

The goal of the National Honor Society is to create an organization that recognizes and encourages academic achievement (scholarship) while developing other personal characteristics such as character, service and leadership.

Students do not apply for membership in the National Honor Society. They are selected by a five-member faculty council. The selection process is public information, available to parents and students upon request. It is also published in this handbook.

In accordance with the National NHS Constitution, only those students who have been in the school the equivalent of one semester may

be considered for membership. Membership is open to qualified sophomores, juniors, and seniors. Academic requirement is the same for all candidates and in all grades. Similarly, there is no specific quota or percentage of members per class. Those students who meet the criteria are inducted regardless of the numbers of students involved.

The selection procedure is as follows:

- ▶ The procedure is determined and published by the appointed five-member faculty council and is available for review in the school library.
- ▶ Scholastic eligibility is determined through a review of students' academic records. Students must maintain a cumulative average of 90 or above to be considered.
- ▶ Eligible students are notified and asked to complete the NHS student Activity Information Form for further membership consideration.
- ▶ All faculty members are invited to comment on candidates' qualifications. Final membership selection is made by the faculty council.
- ▶ The faculty council reviews the NHS Student Activity Form along with other verifiable information for each candidate. Candidates receiving a majority vote of the faculty council are inducted to the chapter.

The National Honor Society performs a variety of school/community service activities throughout the school year. NHS students are also involved in tutoring students who are experiencing academic challenges and need help.

### **STUDENT LEADERSHIP TEAM**

The Student Leadership Team is comprised of students who have chosen to dedicate themselves to the improvement of their school through the use of their leadership skills and creative problem solving talents. Early in the school year, all students in grades seven to twelve are invited to apply for membership to this active and

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influential team.

The application procedure is a two-step process. Interested students must submit an essay or project based on the MSAD #33 Vision Statement. Students are asked to describe how they, as student leaders, fit into the Vision Statement and what they can do to help make improvements in the school community.

Applicants are interviewed by a group of active members. Usually, these are students who have had more than one year of experience as members of the Student Leadership Team. Once selected, students may remain as members for the remainder of their years at Wisdom.

Students attend local and state workshops and conferences on topics pertaining to youth. They bring their information back to Wisdom and provide in-service workshops and activities for students, teachers, and administrators.

Students can make a difference in their school, especially when they work as a team.

#### **ATHLETIC CLUB**

The athletic club is open to all students who are involved in our athletic programs throughout the school year. They meet regularly with an advisor to discuss a variety of topics pertaining to our sports program. The athletic club is overseen by the advisor and club officers.

#### **CHESS CLUB**

The chess club is open to interested students in grades seven to twelve. The club usually meets at least once a week and may meet more often if involved in the Aroostook League program. One does not need to know a lot about chess to join this club. All you need is a sincere interest in improving your skills as a chess player.

#### **TRI-M MUSIC HONOR SOCIETY**

The TRI-M Music Honor Society, sponsored by the National Association for Music Education exists for Wisdom Pioneer Band high school students who qualify based on a predetermined set of criteria. The following criteria apply:

- ▶ the student must have enrolled in a school sponsored music ensemble and/or class for at least one semester;
- ▶ the student must be of excellent character, exhibit a good attitude toward teachers and fellow students and be cooperative and helpful in their classes and school; and
- ▶ the student must have maintained for the previous semester at least a grade of 90+ or equivalent in music, with at least a 90+ average grade or equivalent in other academic areas.

Once selected, eligible students are informed and are invited to *apply for membership* in this honor society. Full details about the application process are available from the guidance office or the band director.

The Wisdom High School Tri-M Music Honor Society was established in the spring of 2003. Students who do get selected to apply for membership in the Tri-M Music Honor Society are encouraged to do so and reap the benefits of come with belonging to a unique, well-respected group of students.

#### **OTHER CLUBS, GROUPS, AND ACTIVITIES**

There are several other activities that students may choose to join. Students are encouraged to become part of their school community and participate in as many extracurricular activities as possible.

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# TRANSPORTATION

SAFETY for everyone riding in school vehicles is everyone's responsibility.

## **BY SCHOOL BUS**

Students are to be at the road to board the bus when it arrives at their house. This enable our drivers to make their connections on time.

Once in the vehicle, students will find and sit in their seats quickly and quietly.

The bus driver has complete authority on the bus. If a student does not like what (s)he is being asked to do, forward complaints to the principal, not to the bus driver. Students are expected to follow driver's instructions without question or backtalk, should also never *stand or move around on the bus while the bus is in motion*, should keep head, hands, feet and personal belongings inside the bus, not sticking out of the windows, should be reasonably quiet on the bus (as determined by the bus driver), should help keep the bus clean, and should show respect and courtesy to other passengers.

Damage to the bus will be assessed to the student as determined through administrative action and

possible review of the school bus video. Cameras may be used on the buses for protection and safety.

Any grade 9-12 student who behaves in such a way as to jeopardize the safety and well-being of anyone on the bus (as determined by the bus driver) will lose bus privileges for up to ten school days. Any seventh or eighth grade student who behaves in this fashion will be required to attend a meeting involving the parents, student, bus driver and principal.

Student transportation to and from school, school-sponsored field trips, and interscholastic activities will be by school bus. For several safety reasons, parental notes indicating the desire to transport their students (athletes) home after a school sponsored activity or away game will no longer be accepted at the office. The procedure is for parents to "sign-out" student(s) right at the activity. In this way, The advisor/coach will be aware of who the student/athlete will be traveling with to go home. The advisor/coach will have a release form on which parents will need to sign to transport their student/athlete home rather than allowing them to return on the bus provided. This

“sign-out” must be completed at each school sponsored activity or away game for our records and for insurance purposes. Students/athletes will **only** be permitted to leave the school sponsored activities or away game (or be “signed-out”) by their own parent(s) and/or pre-approved grandparent (approved by the Athletic Director).

**BY PRIVATELY OWNED VEHICLES**  
(Board Policy JHFE)

During the school year, no unregistered or recreational vehicles may be driven on campus except when approved by the principal for instructional or other purposes. No motor vehicle may be driven on campus by an unlicensed operator.

Students who drive a vehicle to school are expected to park in the designated student parking area and are not to sit in or move the vehicle until dismissal, unless approved with a note signed by the principal.

Respect for other people’s property must always be a prime consideration for any person who brings and/or parks a vehicle of any kind on the campus.

Cars must not be parked in such a way as to prevent other vehicles from entering or leaving the campus safely. Nor should they be parked in

such a way as to block entrances or fire lanes or to damage campus grounds. Violations to these expectations may result in loss of ability to bring a vehicle on campus.

Once school has dismissed, people may park in any designated parking area which does not inhibit the use of fire lanes and entrances to the campus.

At dismissal, students must exercise particular care in leaving the campus as to endanger pedestrians.

*Any student who is observed driving on campus in an irresponsible manner will be restricted from bringing any vehicle on campus for a period of time determined by the principal. A phone call to the student’s parents will also be made.*

**RECREATIONAL VEHICLES**

Snowmobiles, ATV’s of any type, and unregistered motor vehicles are strictly prohibited from being used on the school campus at any time. Violators will be turned in to the local law enforcement authorities. If an infraction of this policy reoccurs, a recommendation will be made to have the license of the driver and/or owner revoked.

# GUIDANCE SERVICES

Guidance services are available for every student in the school. The purpose of the school counselor's office is to provide all students with a complete guidance and counseling program. The school counselor is available to serve the student, parents, and teachers. Students wishing to visit the school counselor should contact the school counselor's secretary to arrange for a meeting. Appointments are important as we share our school counselor with Dr. Levesque Elementary School. Unless under special circumstances, these visits should occur during study halls. Under emergency situations, students may visit the school counselor without an appointment if (s)he is in the counselor's office and not in conference. The school counselor's office door will always be open unless in conference or at another function.

## **INDIVIDUAL INVENTORY — STUDENT RECORDS**

Cumulative records begin when students enter school and are continually updated while the student is in school. They contain information on attendance, grades, achievement, and test results.

The Family Rights and Privacy Act of 1974, RL

93-380, ensures parents and students of certain rights with regard to student records. Basically, the law gives parents the right to inspect all school records pertaining to their children, and further stipulates the parents consent before records can be released to any other entity. The law defines school records and establishes due process procedures for challenging inappropriate or irrelevant information contained in their child's school records.

## **STUDENT WITHDRAWALS AND STUDENT TRANSFERS**

(Board Policy JO)

Copies of transcripts are available upon request from the student. The transfer and mailing of a student's records to another school system requires the parent's signature before the release can be made. The office must be notified of a withdrawal or transfer from Wisdom Middle/High School. All books, locks, and/or uniforms, must be returned, and all financial obligations must be cleared.

## **CAREER PLANNING**

An information service is available to provide students with occupational and educational

information useful in preparing for continued education and/or career planning. Contact the school counselor for details.

### **STUDENT PLACEMENT**

The school counselor's office is concerned with assisting students in choosing appropriate courses and programs of study that will meet their individual needs. While it is important to begin thinking about these issues as students prepare to enter their Freshman year, it becomes even more important as students enter their junior and senior years and begin to plan what they will do after graduation.

### **TESTING SERVICES**

The school counselor is responsible for providing and administering various tests and inventories which will help students understand themselves and their potential for future goals.

### **COUNSELING SERVICES**

The guidance counselor provides opportunities for individual students or groups of students to meet to discuss problems and/or concerns. The school counselor is there to help students find their own solutions to problems that they may have. Any discussions with the school counselor are strictly confidential.

### **FOLLOW-UP SERVICES**

The school counselor will periodically send former students questionnaires about what they

are doing and about their thoughts concerning their educational experiences at Wisdom Middle/High School. Alumni input will help in re-evaluation of curriculum offerings and assist in understanding students' changing interests and needs. When a student receives such a questionnaire, (s)he needs to understand that, without an honest and sincere response, we will be unable to improve as much as we would like. Students help us shape our curriculum to better meet the needs of students. Please be an active participant.

### **WORK PERMITS — CERTIFICATES OF AGE**

Work permits and certificates of age may be obtained at the school counselor's office and the principal's office.

### **PROCEDURE FOR STUDENTS VISITING A COLLEGE DURING SCHOOL DAYS**

Students who want to visit a college that they are considering or have been accepted to should consult guidance to help arrange visits. However, parents so hold the primary responsibility for giving permission to their child to visit a college on a school day (all travel and expenses are the parents' responsibility), parents must call the main office to give verbal permission for their child to be absent from school, and students should inform each teacher of their pending absence and complete missing work.

# PROCEDURAL RIGHTS AND RESPONSIBILITIES

## **REINTEGRATION OF STUDENTS FROM JUVENILE CORRECTIONAL FACILITIES** Board Policy JLDBG

Maine law requires the establishment of a reintegration team to assist a student entering a public school from a juvenile correctional facility. The Board recognizes the need for advance planning and appropriate confidentiality in these circumstances. The Superintendent shall be responsible for determining whether a student will be accepted or denied access to school based on compliance with the juvenile's rehabilitation plan as it affects reintegration. Access may be denied until the Superintendent is satisfied that conditions have been met. The school unit will comply with reintegration standards established by the Maine Department of Education. For more information on this policy, please contact Ms. LeBlanc.

## **NONDISCRIMINATION POLICY** (Board Policy AC)

There shall be no discriminating in educational programs, activities or employment practices on

the basis of race, national origin, religion, sex, age, or disability under the provisions of Titles VI and IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act, the Individuals With Disabilities Education Act (IDEA) of 1990, and the Americans With Disabilities Act (ADA) of 1990.

As a student of Wisdom Middle/High School, you are protected from sex discrimination in the following areas:

- ▶ Admission to schools;
- ▶ Access to enrollment in courses;
- ▶ Access to and use of school facilities;
- ▶ Counseling and guidance materials, tests, and practices;
- ▶ Vocational/Technical education;
- ▶ Physical education;
- ▶ Competitive athletics;
- ▶ Graduation requirements;
- ▶ Health services;
- ▶ School-sponsored extracurricular activities;
- ▶ Other aid, benefits, or services.

Inquiries and grievances can be made to the Affirmative Action Officer who is:

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Principal  
Wisdom Middle/High School  
368 Main Street  
St. Agatha, ME 04772  
Telephone 543-7717.

For further information inquiries can be made to:  
U.S. Department of Education  
Office of Civil Rights  
33 Arch Street, Suite 900  
Boston, MA 02110-1491

**AFFIRMATIVE ACTION GRIEVANCE PROCEDURE** (Board Policy AC-R)

Any employee or student/parent in this school system who has a grievance concerning any alleged discrimination should consult the appropriate school official (teacher, coach, principal, superintendent, manager, supervisor, foreman, etc.). If, however, the grievant shows cause acceptable to the Affirmative Action Office for by-passing the appropriate school official or if satisfaction is not secured through consultation with the appropriate school official, further relief may be sought through a written grievance submission to the Affirmative Action Officer who will follow the guidelines of the grievance procedure.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**  
(Board Policy JO)

**NO CHILD LEFT BEHIND ACT OF 2001**  
(Enacted on January 8, 2002)

Parents of students under 18 years of age attending any school have the right to inspect and review any and all official records. This includes:

- ▶ All material that is incorporated into each student's cumulative record folder
- ▶ any folders intended for school use or to be available to parties outside the school or school systems, and specifically including, but not

necessarily limited to

- ▶ identifying data
- ▶ academic work completed
- ▶ level of achievement (grades, standardized test scores, etc.)
- ▶ attendance data
- ▶ scores on standardized intelligence, aptitude and psychological tests
- ▶ interest inventory results
- ▶ health data
- ▶ family background information
- ▶ teacher or counselor ratings and observation
- ▶ verified reports of serious and recurrent behavior patterns.

On January 8, 2002, President George Bush signed into law the *No Child Left Behind Act of 2001*. This historic piece of legislation will help ensure that every child has the opportunity to obtain a high-quality education in order to reach standards well beyond those which were previously deemed possible. Part of the Act, specifically Section 9528, requires high schools to provide student names, addresses and telephone numbers to both military recruiters and institutions of higher learning upon request. Parents and legal guardians of students, however, have the right to request that the school not release such information without prior written parental consent. To prevent the release of information on your child, you must inform the school by filling out a Parent/Guardian Request form (available in the Guidance Office). If you do not inform us otherwise, we will be required by law to disclose your child's name, address and telephone number to military recruiters and institutions of higher learning that request this information. If you wish to access the entire Act to further inform yourselves of its implications for your child, you will find it on the internet at <http://www.ed.gov>.