

2008-2009 Agenda

Poland Regional High School
1457 Maine Street, Poland, ME 04274
(207) 998-5400
(207) 784-8733
207/998-5060 (Fax)
Website Address: www.poland-hs.u29.k12.me.us

CEEB School Code Number: 200797
School Colors : Blue and Silver
High School Mascot: Knights
Middle School Mascot: MidKnights

Superintendent: Dennis Duquette (998-2727 ext. 108)
dduquette@adelphia.net

Principal: William Doughty (998-5400 ext. 129)
bdoughty@poland-hs.u29.k12.me.us

Dean of Faculty: Erin Connor (998-5400 ext. 128)
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Dean of Students: Ray Lafreniere (998-5400 ext. 127)
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Director of Co-curricular Activities: Don King (998-5400 ext. 136)
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School Committee Members:

Stephen Carr
Norman Davis
David Griffith
Mary Ella Jones
Scott Sawyer, Chair
Wendy Simard
Martha Stone

High School Mission Statement

- To teach all students to use their minds well and to cultivate their particular talents.
- To establish a culture of respect, responsibility, service and courage.
- To demand excellence and to foster lifelong learning in a safe, welcoming environment.

Honor Code Pledge

I pledge to treat myself and others with respect, to bring no harm to my school or to the members of my community, and to be honest in all my endeavors. I will try my best and will take responsibility for my actions and ownership of my choices.

Student Records

Annual Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. To review a complete copy of the law, please consult our website, the Parent Handbook or contact the Special Education Office at 998-2762.

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

School Union 29 maintains a more extensive policy on education records.

AFFIRMATIVE ACTION

It is the policy of School Union 29 to ensure equal employment/educational opportunities and affirmative action regardless of race, sex, color, national origin, marital status, religion, age or disability in accordance with all federal and state legislation.

Drop-In Program

The Drop-In Program is sponsored by the Sexual Assault Crisis Center. This program provides support for adolescents who are dealing with issues of sexual assault, sexual abuse, and sexual harassment. Together, staff and student work to ensure that the student is taking the steps they need and want in order to live a healthy life. **Confidentiality is a top priority!** Drop-In is available on Fridays from 8:30 to 11:00. See Mrs. Wright for a pass.

Student Services

The **Student Services** program at BMWMS/PRHS strives to meet the unique student needs and encourage the individual dreams of all students. This is accomplished through the combined efforts of students, families, the school and community. The Student Services Team includes a social worker, school nurse, school resource officer, registrar, substance abuse counselor, and student services assistant, as well as three counselors and the Dean of Students.

Bell Schedule

7:40-8:58	Block A & F
9:02-10:20	Block B & G
10:23-10:51	10 th & 12 th Lunch 9 th & 11 th RT
10:54-11:22	9 th & 11 th Lunch 10 th & 12 th RT
11:25-12:43	Block C & H
12:47-2:05	Block D & I

STUDENT OPERATING PROTOCOLS

2008-09

It is the responsibility of all students to familiarize themselves with the following rules designed to help us create a safe, welcoming environment conducive to learning.

Attendance at school on a daily basis is of utmost importance.

- Students are expected to be in school, all day, every day, and be on time.
- Parents are asked to phone the school (ext. 130) for all absences, tardies, and dismissals or to send a note.
- Notes and calls from home must be received within 48 hours to excuse tardies and absences.
- Any student arriving late is to report to the office for attendance purposes.
- If absent, students are expected to take the responsibility to meet with their teachers and make up any missed work. Generally, work deadlines are extended one class meeting for each day of absence.
- ***Absence from school means that the student may not participate in any co-curricular activities that day.***
- High school students missing nine or more classes per semester credit course seriously jeopardize their chances for attaining credit. A student, teacher, and parent meeting may be scheduled to develop an attendance plan to facilitate successful completion of the course.

Continued **Absence** from school will affect a student's academic progress.

- Any student having ten Unexcused Absences is considered **Truant** under Maine State Law and will be reported to the Superintendent of Schools and Androscoggin Sheriff's Department.
- By state law the definition of an Excused Absence is for one of the following reasons:
 1. Personal illness; **Three or more consecutive missed days for illness requires a medical note.**
 2. An appointment with a health professional that must be made during the regular school day;
 3. Observance of a recognized religious holiday when the observance is required during the regular school day;
 4. A family emergency;
 5. A planned absence for a personal or educational purpose which has been pre-approved by the school administration.

Tardiness and Early Dismissals will also result in a requirement for make-up time:

- *All Tardies and Dismissals are Unexcused unless they meet the State definition for Excused Absences as listed above.*
- *When a student is late to class, the student must present a pass from the person they were with excusing the lateness.*
- *Any combination of three Unexcused Tardies and/or Dismissals will result in a one hour detention. Continued Tardiness will result in loss of Driving Privileges, as well as Senior Privileges.*

Academic Support is that period of time during the student 's schedule when they may access support needed to complete assignments. With the exception of Junior and Senior year the student is generally scheduled for this period at the same time as his/her core subject teachers.

- During Academic Support the student may also sign-out to access the Information Center or Learning Center, which is staffed by personnel trained to assist students.
- At no time should students be wandering the hallways during Academic Support.
- **Any student placed on the Wandering List will lose privileges to the Information Center and Learning Center.**

Limited **After School Supervision** is provided for students. Unless a student is staying after school for academic support, athletics, or other co-curricular activities, s/he should take the bus at 2:05.

- Students staying for an activity should make arrangements for transportation as soon as their activity has completed.
- Under no conditions are students allowed to play in the gym unsupervised.
- *Students who abuse the after school privilege will be prohibited from staying after school for any reason.*

Bicycles are not permitted on the grounds, except for transportation to and from school.

- Bicycles ridden to school should be placed in the bike rack.
- Unsafe riding will result in a loss of privilege.

Skateboarding is not permitted on school property due to concerns about liability, disruptions and safety.

Due to damage to the lawns and field areas, **ATVs, and dirtbikes** are not permitted on the property.

Cars- Students who wish to bring cars to school are required to obtain a parking permit from the School Resource Officer at a cost of \$3. The permit must hang from the rearview mirror of the car. ***Bringing a car to school is a privilege which may be taken away for any infraction.***

Infractions may also result in towing at student expense.

- Student parking is restricted to the lot closest to Route 26.
- Students must park in outlined spaces and refrain from parking on the grass.
- ***Students are not allowed to go to the parking lot without permission from the office.***
- All traffic laws must be obeyed.
- Any student driving to school should be aware that state law allows for search of any vehicle on school grounds by an administrator.
- Any violation of student vehicle use or refusal to allow a vehicle search will result in a loss of driving privileges and/or suspension.
- Student drivers are asked to refrain from leaving the parking lot while busses are in motion.
- ***Anyone driving themselves or others off campus at unapproved times will lose their driving privilege.***
- ***Violations of the vehicle use policy will result in loss of driving privileges for one week. Subsequent infractions will result in loss of privileges for one month.***

Maintenance of **building and grounds** is the responsibility of each member of the school community. We are responsible for taking pride in our school's appearance.

- Anyone leaving trash in the café will be assigned a natural consequence.

Clothing is expected to be appropriate for the learning environment. It should strengthen school spirit and pride, and focus attention upon learning and away from distractions. Immodest clothing is not acceptable. Clothing that openly exposes a student's back, midriff, derriere, chest hair, bra straps, or underwear is unacceptable. ***Tank tops are acceptable, but must have straps a minimum of 2" wide. Hemlines of shorts and skirts must extend a minimum of 2" below the finger-tip level at all times with arms fully extended without exposing the midriff.*** Additionally, clothing advertising alcohol, tobacco, drugs or profanity is not allowed. ***Any student who violates the dress code will be asked to change or sent home and a Warning notice will be placed in their file with letter home. Subsequent offenses will result in disciplinary action according to the PRHS Disciplinary Code.***

Co-Curricular Activities are required of each student to graduate. Participation in a total of four co-curricular activities is required during the student's high school career. It is the student's responsibility to maintain academic eligibility in order to participate.

- ***Any student owing detention time will be prohibited from participation.***
- All students who participate in any co-curricular activity will be required to sign the co-curricular Substance Abuse contract.
- Students who are ineligible to play or perform may still practice with their activity in order to satisfy their co-curricular requirement. They will not be allowed to dress for games or performances.
- Eligibility standards may be obtained from your coach, Roundtable advisor, or the Director of Co-Curricular Activities.
- A complete listing of co-curricular activities is available from the Director of Co-curricular Activities (ext 136).

Dances are held periodically during the year.

- Guests may be invited, but must be approved by the Dean of Students.
- ***Potential guest names must be submitted to the office by the Wednesday before the dance.***
- Guests must be age appropriate and students in good standing at their own school.
- Students under suspension or with outstanding disciplinary consequences are not allowed to attend dances.
- **Students with five or more Disciplinary Referrals are not eligible to attend dances.**

Detention make-up is every Monday, Wednesday and "Blue" Friday.

- One hour detentions may be served on any of these days, while two and three hour detentions may only be served on Fridays.
- Detention begins **promptly at 2:10**. Any person arriving after that time will not be allowed entrance to the room.
- ***Students missing their assigned night of detention will be suspended out of school on the next day.***
- ***Working with a teacher may not replace an assigned office detention.***
- ***The detention schedule operates on a "reservation system" due to limited seating. When all seats are reserved, a student may request to attend as a "stand-by reservation."***

Electronic devices are only allowed under the following conditions:

- *Cell phones are only permitted during lunch. At all other times, they should be “Off” and out of sight.*
- The school is not responsible for any electronic devices that are brought to school by students.
- *Any student using one of these devices during class time will be required by the teacher to leave the device in the main office for the day.*
- *Cell phones and music devices are not allowed during exam periods.*
- *First offense of the cell phone policy will result in loss of the device until the end of the day. Subsequent offenses will require that a parent come to the school to retrieve the phone.*

Food and beverages are permitted in the Café, lobby, and front Courtyard, provided that all trash is picked up and disposed of. Food and beverages are not permitted in computer labs, TV Studio, Information Center, **hallways**, Auditorium, Presentation Room, Gyms, Science labs, bathrooms, carpeted areas, or the Courtyard adjacent to the Art rooms. Camelpacks are not allowed on school property.

Grading- At PRHS/BMWMS student knowledge is assessed using a system known as standards-based grading. Under this system teachers start by establishing the essential skills and knowledge students must achieve in order to receive credit. Final recorded grades will demonstrate the degree to which students have mastered these skills and knowledge. Achievement will be recorded on transcripts in terms of the following performance levels:

Distinguished	(DS)
Advanced	(AD)
Competent	(CO)
No Credit	(NC)
Incomplete	(I)

Honor Roll-

High Honors All Distinguished

Honors All Advanced or
Distinguished

Harassment of any individual within the community is unacceptable. Harassment complaints should be immediately directed to an Administrator or the School Resource Officer.

- Harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion.
- Harassment of students by District employees is considered grounds for disciplinary action, up to and including discharge.
- If criminal action is involved, refer to the School Resource Officer.

Leaving school grounds is not permitted under any circumstance. Anyone leaving the school grounds seriously jeopardizes the liability of the school and will face disciplinary action.

- *Upon arrival all students are to remain on school grounds until 2:05 dismissal.*
- Students are allowed in the area directly in front of the main office.
- Students are not allowed to go behind or along the side of the building unless accompanied by a teacher.
- *Students may not go to the parking lot without office approval.*
- *Students leaving school grounds to go to Subway, Dunkin Donuts, or the Mobil will face disciplinary action.*
- *Students will not be granted short-term dismissal and return to school for other than a Doctor's appointment.*
- *Parents are requested not to call in permission to go to Subway or Dunkin Donuts.*

Lockers with locks will be assigned to each student.

- Students must use the locker assigned to them. Any changes in locker assignments must be approved by administration.
- Only students currently participating in a sport will be allowed the use of sports lockers located in the gym dressing rooms, *which may be accessed before or after school.*
- For safety reasons, locks must be affixed and locked at all times.
- Locker combinations should not be given out to other individuals.
- *Students with missing locks at the end of the year will be charged a \$6.00 replacement fee.*
- *Students whose lockers are not cleaned out at the end of the year will be assessed a \$6.00 fee.*
- Lockers are the property of the school and are subject to search by the administration. Students may be held liable if any illegal substance is found in their assigned lockers.

Medications are to be brought to the Nurse's Office and administered through that office.

- The parent must complete a medication form, which will be kept on file.
- Under no conditions should any student take medications (*prescribed or over the counter*) not administered by the Nurse.

Public Displays of Affection are not permitted. Hand holding and brief friendly hugs are permissible. *Kissing is not appropriate at school.*

- First offense will result in a Warning with notice home.
- Subsequent offenses will result in a Disciplinary Referral.

Roundtable is a required class. All school rules for attendance and behavior apply.

School Cancellations are an inevitable occurrence during the winter months. Every effort is made to make the decision prior to 6 AM. We ask that you tune in to your local television or radio stations to monitor cancellations in the case of inclement weather. The school is usually listed under School Union #29.

Searches are conducted to maintain the safety of all students and staff.

- Lockers are the property of the school and are subject to search by the administration. Students may be held liable if any illegal substance is found in their assigned locker.
- Any student driving a vehicle on the school premises should be aware that state law allows for the search of any vehicle by an administrator.
- Any student refusing a search of their person or property will be suspended up to a maximum of ten days.
- *To maintain the continued safety of our school, other methods such as the use of animals trained to detect contraband substances may be used.*

Senior Privileges include late arrival and early dismissal for those students who qualify. The student must have:

- A first or last block Academic Support.
- No grades less than Competent on the last ranking period.
- Parental and *Administrative* approval.
- *Everyone with Senior Privileges must sign in and out in the Main Office.*
- Failure to follow the appropriate procedures will result in loss of the privilege.
- *Excessive Tardiness will result in loss of privileges.*

A **telephone** is available for student use in the main office *before and after school and during lunch*.

- The student telephone is to be used solely for contact with home.
- Social calls are not permissible.
- Telephone calls should be limited to two minutes.
- The telephones in the lobby are to be used only before and after school and during lunch break.
- Misuse of telephone privileges will result in their loss.

Textbooks are required to be covered within 24 hours of receiving the book.

- Any non-returned textbook or one returned in inappropriate condition will result in a bill to the parents for the cost of replacement.

The use of **Language Translators** (electronic or otherwise) in World Languages will be considered Cheating under the Disciplinary Code.

Visitors to school must be pre-approved by administration. In order to allow for ample notification of teachers it is requested that a minimum of two days be allowed to secure permission.

A **Student Judiciary Board** is in place at Poland Regional High School and is charged with reviewing incidents of student behavior and recommending appropriate consequences. Board members are elected by their peers and are trained in their legal responsibilities.

Disciplinary Mission Statement

- The school community should be *Respectful, Responsible, Honest, Caring, and Just*.
- All students deserve to be educated in a safe and secure environment.
- All students are responsible for the decisions they make and need to be held accountable for their actions.
- All students deserve an opportunity to wipe their disciplinary slate clean through long-term positive behavior.

The Step Ladder

<u>Step</u>	<u>Consequence</u>	<u>Time</u>	<u>Action</u>
0	No disciplinary referrals	None	Official Warning
Two Strike Steps: Student has two chances at each step before being advanced to the next step.			
1	Office detention	1 weekday hour	Letter home
2	Office detention	2 Friday hours	Letter home
3	Office Detention	3 Friday hours	Letter home
4	Suspension (In-School)	1 Day	Letter and call
5	Suspension	3 Days	Letter, call, and Referral to Student Services Team

One Strike Steps: Student is advanced to the next step with any infraction within ten days.

6	Suspension	5 Days	Letter and call
7	Suspension	10 Days	Letter, call, and Referral to Special Education
8	Referral to School Committee for Possible long-term Action		Letter and call

When a student is suspended, that student cannot be on school property for any reason, including co-curriculars, except for an appointment with an administrator.

BOMB THREATS VIOLATE SCHOOL COMMITTEE AS WELL AS CIVIL AND CRIMINAL LAW.

Making a bomb threat is a crime under Maine law. Any student suspected of making a threat shall be reported to law enforcement authorities for investigation and possible prosecution. The administration may suspend and/or recommend expulsion for any student who makes a threat.

Bomb Threats are an extreme disruption of the educational process. Any student who fails to report information or knowledge of a bomb and/or toxic or hazardous materials threat or the existence of a bomb, or other destructive device, in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

**Poland Regional High School
National Honor Society 2008-2009**

Membership in the National Honor Society is based on scholarship, service, leadership, and character. Students who meet the following requirements are eligible for membership. Return completed forms to Mr. Truman. There is an induction process in the spring.

NHS Membership Characteristic	Standard
Scholarship	Student has achieved honor roll status for five semesters.
Service	Student has completed the junior year service requirement or equivalent.
Leadership	Student has completed the requirements for co-curricular participation in accordance with their grade level. (Juniors have participated in 3 co-curriculars and seniors in 4.)
Character	Student has not been above Step 2 on the disciplinary ladder at any time for any reason during their sophomore, junior, or (if relevant), senior year.
Service/Leadership/Character	Each student must also have earned a place on the Habits of Work (HOW) Honor Roll for 5 semesters.

