

Mission Statement
Skowhegan Area High School
And
Bloomfield Academy

The Skowhegan Area High School community values rigorous and relevant academic standards, fosters personal integrity and growth, and promotes self-reliance and social responsibility. We respect and honor the individual talents and differences that strengthen our local and global community. Students will graduate with the foundation necessary to further their learning and become productive citizens.

Academic Expectations

Graduates of SAHS will become lifelong learners by developing the following skills:

Reading	Writing	Listening	Speaking
Using technology		Gathering information	Solving problems

Social and Civic Expectations

Graduates of SAHS will become responsible and engaged citizens by acquiring the following skills or qualities:

- Demonstrating ethical and responsible behavior
- Displaying respect and tolerance of all
- Becoming an effective collaborator
- Contributing positively to the local and global community
- Developing civic responsibility

Core Values

Central to all MSAD 54 policies and Skowhegan Area High School procedures and rules are the following core values:

Compassion Courage Fairness Honesty Respect Responsibility

Through adherence to these core values, SAHS endeavors to create a community climate

- where students are welcomed and involved,
- where cooperative partnership develops between the school and parents,
- where all adults model ethical behavior,
- where teachers are expected to teach and enforce ethical and responsible behavior,
- where behavior is an integral part of the curriculum,
- where good behavior is actively promoted and recognized, and
- where the discipline process is impartial, consistent and educational.

Literacy Vision:

All Skowhegan Area High School students will graduate fully literate.

Adolescents who are fully literate know and use **reading, writing, listening, speaking, and thinking strategies** to learn across all content areas, they can demonstrate and communicate that learning to others, and they can transfer their learning to new situations.

Academic Information

Graduation Requirements: Students must successfully earn **21.5 credits** to be eligible for a SAHS diploma.

It is recommended that students carry at least 6 credits per year. 5 credits is the minimum allowed by the MPA to be considered a full time student and to be allowed to participate in extra-curricular activities.

Standards: SAHS is adopting course standards as a means to insure that students have the essential content knowledge and skills. Therefore, to earn credit in a class a student must receive at least a 70 on the final course grade and show proficiency in any designated course standard.

The core requirements are:

English	4 credits
Math	3 credits
Science	3 credits
Social Studies	4 credits, including US History 1 and US History 2 and Government.
Fine Arts	1 credit
Physical Education	1 credit
Financial Literacy	½ credit
Career & College Prep	½ credit
Health	½ credit

Post-Secondary Education Requirements:

Statement on College Readiness by the Chief Academic Officers of the University of Maine System:

While the seven campuses of the University of Maine System have different criteria for admission and placement, they all share a common understanding of what comprises an optimal, college-ready high school transcript. Students who succeed in college and graduate on time usually have the following high school preparation in the core academic areas:

English	4 credits	Social Studies/History	3 credits
Math	4 credits	Science	3 credits
Algebra 1, Geometry, Algebra 2		Biology, Chemistry, and Physics	
12 th grade college prep math course		Foreign Language	2 credits

SAHS Grading Scale:

The basis for the academic achievement mark is the teacher's evaluation of the quality of a student's performance in a subject. A student must achieve a rank of at least 70 (D-) in order to receive credit for that subject.

A+	99, 100	C+	84, 83
A	95, 96, 97, 98	C	78, 79, 80, 81, 82,
A-	93, 94	C-	76, 77
B+	91, 92	D+	74, 75
B	87, 88, 89, 90,	D	71, 72, 73,
B-	85, 86	D-	70

Grade Closing Dates and Progress Reports:

There are four reporting periods plus progress reports, which are issued, mid-quarter. The reporting periods for the 2013 – 2014 school years are as follows:

1. First Quarter Grades close November 01, 2013
2. Second Quarter Grades close January 24, 2014
3. Third Quarter Grades close April 4, 2014
4. Fourth Quarter Grades close last day of school

At the mid-point of each ranking period, **progress reports** will be sent home, a copy given to all students and a copy going to the Guidance Department. Parents should expect to receive a progress report home on or around the following dates:

1. September 27, 2013
2. December 13, 2013
3. March 7, 2014
4. May 09, 2014 - Seniors
5. May 16, 2014 - Underclassmen

Honor Roll and Academic Letter:

Honor Roll is calculated after each ranking period and to be eligible a student must be enrolled in a minimum of 5 credits. Any student receiving all A's is placed on the "All A" honor roll. Any student receiving A's and B's, or all B's with an average of 90 is placed on High Honors. Any student receiving all A's, B's or one C, with no grade lower than 80 is placed on honors. Any student earning honors or better also earns points toward a Skowhegan Area High School Academic Letter, awarded every spring in a special ceremony. 12 points are required to earn an Academic Letter; All A's = 3 points, High Honors = 2 points, and Honor Roll = 1 point. All points must be earned at SAHS to qualify for a SAHS Academic Letter.

Promotion:

In order to make satisfactory progress toward earning the required credits at SAHS; it is essential that a student have at least the following:

- 5 credits at the end of the freshman year
- 10 credits at the end of the sophomore year
- 15 credits at the end of the junior year

Advanced Placement (AP):

Successful completion of an AP course requires the taking of *The College Board AP Exam*. Failure or inability to complete the exam will result in the course title being re-designated to the next lower level course with a grade determined by the teacher in consultation with the Principal.

Weighted Grading:

Weighted grading will be applied to all SAHS Honors and Advanced Placement (AP) classes. The weighting factor is a 5% addition to the earned grade. Quarterly report card grades will indicate the actual grade earned. However, the GPA of each student involved in an honors and/or AP class will reflect the 5% weighted grades. Student's GPA will be used to determine their rank in the class.

Records, Admissions, and Withdrawals

Student Records:

Maine School Administrative District #54 adheres to all aspects of the Family Educational Rights and Privacy Act and has developed a local policy to assist in implementing that law. One aspect of that law is the provision for parents to have access to student records. Parents have the right to inspect, to request copies and to appeal the inclusion of some materials. There are very specific guidelines regarding maintenance of records, access to those records, etc. Parents are urged to contact their school principal to discuss records or to request a copy of the policy.

At the end of grades 4, 8, and 12, old or inappropriate materials will be routinely removed from student records. If you wish to receive those items, please contact the principal prior to the end of the school year.

Any general questions about records or about FERPA (Family Educational Rights and Privacy Act) should be directed to the Superintendent's Office.

Release of Information to Military Recruiters and Colleges:

The federal No Child Left Behind Act requires secondary schools to provide student names, addresses and telephone numbers to both military recruiters and institutions of higher education 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.

Release forms related to this will be distributed at the beginning of each year. They are also available anytime in the guidance office.

In the absence of **specific** parent request to **not release** the noted information to institutions of higher learning and/or military recruiters, Skowhegan Area High School will comply with the law.

The Family Educational Rights and Privacy Act (FERPA):

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

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

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

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

Parents or eligible students may ask MSAD #54 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

The District may also disclose directory information without consent. Directory information would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes student's name; date of birth, major field of study, dates of attendance, degrees, awards, and the most recently attended school.

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

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

5. The school department has designated the following information about students as directory information: name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, dates of attendance in the school unit, and honors and awards received.
6. Parents of students or eligible students have the right to refuse to let the school department designate any or all of the types of information about the student as directory information by notifying the school department in writing by **October 1st** for the current school year or within 30 days after enrollment, whichever is later, with respect to information about the student for that and subsequent school years.

Any such notice should be sent to:

Superintendent of Schools
MSAD No. 54
196 West Front Street
Skowhegan, ME 04976

Absent such notice, the school department may disclose directory information about students.

Admission of Resident Students:

School Administrative District #54 shall admit as students those children of legal school age who live with parents or legal guardians residing within the municipalities of Canaan, Cornville, Mercer, Norridgewock, Smithfield and Skowhegan. Adequate proof of residency will be required and verified.

Guardianship shall be substantiated by a copy of a court order appointing the resident as guardian of the student. If the appointment of guardianship has not been made when the student enters school; the appointment must be completed within 45 days. No student shall be accepted for enrollment on the basis of guardianship established by a power of attorney.

State wards shall be considered resident of the district for purposes of school enrollment. Students who have attained the age of 18 or who are emancipated under Maine Statutes shall be considered residents of the district for school purposes.

Students whose parents have purchased housing within the district may begin the semester with permission of the Superintendent. Students whose parents are moving from the district may complete a semester with the permission of the Superintendent.

In the case where this policy presents an extreme hardship, the affected individuals may appeal to the Board of Directors for a waiver on a case by case basis submitting a written request for waiver to the Chairman.

Student Withdrawal/Transfer Procedure:

When a student or parent is intending to withdraw or transfer from Skowhegan Area High School the following procedures will be followed:

1. Student and/or parent will notify guidance and meet with the appropriate counselor to acquire the withdrawal/transfer form;
2. Parent must sign a withdrawal/transfer form. (If parent is not available for signature, the counselor will contact the parent for confirmation and document for records.);
3. Student will see teachers to obtain grades, return books, and get teacher signatures;
4. Student will obtain a clearance signature from the Media Center;
5. Student will see an administrator for a signature once the form is completed;
6. Student will return one copy of the withdrawal/transfer form to the guidance office and keep one copy to take to the receiving school;
7. If additional records are requested, the student may have copies of necessary information to take to the receiving school;
8. If health records are requested at the time of withdrawal/transfer, the student/parent will be referred to the school nurse;
9. Official school records will be sent to the receiving school when an official request is received from that school;
10. By law, student educational records must be sent to any school administrative unit to which a student applies for transfer.

Transfer Student with Disciplinary Problem:

Superintendents of schools have the authority to refuse admission of transfer students who have had serious disciplinary problems at other school units. At the request of the superintendent considering admission of a transfer student, the student's current or former school administrator shall provide an oral or written report indicating whether the student has been expelled or suspended or is the subject of an expulsion or suspension proceeding. The receiving school superintendent has the discretion to deny

admission to a student who has been expelled or suspended until the school administration is satisfied that the conditions of the expulsion or suspension have been met.

Attendance Policy and Procedures:

The faculty, parents, and students of the Skowhegan Area High School community believe that attendance in the classroom is important and essential to the education of our students. An absent student does not benefit from nor contribute to class activities and discussion; therefore, students should make every effort to minimize absences.

Parents/guardians should call the school either prior to or on the day of an absence, or send a note in with the student upon his/her return. A student returning without a note will receive:

1. an unexcused (AU) absence;
2. a "zero" from each teacher for each unexcused, missed period; and
3. an administrative detention from the office.

Should a note be brought in, outstanding administrative detention(s) will be cancelled, all "zeroes" will be changed to the actual student grades, and any designated (AU) will be changed to (AE).

Deadline Notice: Unexcused absences and assigned "zeroes" may only be addressed/changed during the affected quarter. Grade/attendance status changes will not be changed after the last day of the affected quarter.

Excusable Absences:

Maine law designates six reasons why a school may excuse a student's absence. Parents are responsible for notifying the school of the reason for the student's absence. However, because Maine School Law is specific, parental permission for an absence does not assure that it will be an excused absence. The following absences are excused and will allow for make-up work to be given credit:

1. Personal illness;
2. An appointment with a health professional that cannot be made outside 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 (verification may be requested);
5. A planned absence for personal or educational purposes that has been approved by the school. (Approval must be secured in advance. Forms are available in the main office.)
6. Educational disruption.

Absences not noted above will be reviewed by the administration.

Unexcused Absences from class:

During the school day, if a student does not report to any assigned class or study hall as scheduled without prior authorization or extenuating circumstance, the absence will be designated unexcused, and an administrative detention will be assigned.

Grading During Absences and Suspensions:

When a student returns to school following an absence, the student must first report to the main office prior to 8:15 AM. At that time the student must present a note from a parent/guardian documenting the absence to receive an excused absence "blue slip". The student will be responsible for presenting this blue slip and checking with each classroom teacher for make-up work on **that first day of arrival back to school**.

Make-up Procedures for assignments missed during an absence will be allowed as follows:

Excused Absences:

For absences that are "excused", make-up work and a grade will be allowed and the student will receive credit for the work. After being contacted by the student, each teacher will set a completion date for make-up work.

Unexcused Absences:

Students who fail to present a parent note to the office documenting an excusable absence upon their return will not receive a blue slip to present to their teachers. This will be considered an unexcused absence. Students with unexcused absences will be expected and allowed to make up work and assignments but will not receive credit for work that was due or exams taken on the day(s) in question, and an administrative detention will be assigned.

Absences Due to Suspension:

While suspended, it is the student's responsibility to maintain assigned work. Students may check with either the teacher or fellow students regarding home work and work to be made up. Failure to make up work by the arranged time will result in a grade of zero for the assignments. Students will receive blue excused slips.

Make-up Procedure and Guidelines:

It is the responsibility of the student upon entering school after an absence to get his/her assignments and any other make-up work from each teacher. The "Course Expectation" guide distributed at the beginning of the course will inform students how long they have to submit missed work. When absent for more than a day, students should make arrangements to gather assignments in order to return to school prepared. If necessary, the student should also arrange special help sessions with his/her teachers. This is the responsibility of the student. Negligence in this area will adversely affect both learning and course grade.

School Related Absences:

Students will be credited with an excused absence when they are absent due to school-sponsored events. Credited absences include, field trips, college fairs, testing, band, drama, sports, college visits arranged through the guidance office (3 approved), meeting with school administration or counselors, district transportation problems. Students are, however, responsible for completing any missed assignments.

Tardiness to School/Class/Advisory:

Students are expected to be on time for school, class and advisory. Failure to do so will be dealt with by the teacher with make-up time or detention(s). Unless approved for late arrival, students who arrive at school after 8:15 are tardy. Most reasons for tardiness (e.g. oversleeping, missing the bus, car problems, etc.) are considered unexcused absences or tardiness. If the reason for being late is one of the previously noted approvable reasons, a note from the parent will excuse the student. A student with a note should report to the office before going to class.

Tardy to advisory = 15 minute AM office detention for each tardy. No shows = administrative / ISS.

1st tardy = 15 minute teacher's detention

2nd tardy = 30 minute teacher's detention

3rd tardy = an administrative detention will be assigned each time a student is tardy after the second unexcused tardy.

Missing more than 20 minutes of a class will be recorded as a class absence.

Dismissal from School during the Academic Day:

Appointments:

Students who need to be dismissed for an appointment should present a parent/guardian note to the office before school on the morning of the dismissal. This allows the student to be listed on the daily attendance sheet upon dismissal in the main office so that teachers may know the student was dismissed at a particular time.

Illnesses:

Students who are ill and need to be dismissed must report to the nurse's office. The school cannot dismiss any student without permission of the parent/guardian or a parent-designated adult. Students are not to call home to have their parents call in to dismiss them.

Leaving the building:

Any student leaving the school building during the school day **for any reason** must first report to the front office to receive permission. No permission = ISS.

Skowhegan Area High School students will be released only to parents, legal guardians, and other persons specifically authorized in writing by parents/legal guardians to pick up the student. The emergency card completed each fall should designate several people who can release or transport the student. If the building principal/designee has reason to question the authenticity of any written or verbal communication regarding the release of a student, the parents/guardians shall be contacted for confirmation.

The building principal/designee has the authority to deny the release of students to unauthorized or unknown persons.

Code of Conduct

Maine State Law requires and the MSAD 54 Board of Directors has established expectations regarding ethical and responsible student behavior. Considerable effort has gone into identifying core values, expectations and policies that define specific areas of concern. Harassment, hazing, violence and weapons, sale or use of drugs are considered particularly serious because of their potential to disrupt the educational experiences of numbers of students. Policies addressing these are included in this handbook.

Student Rights and Responsibilities:

Students have certain legal rights under federal/state constitutions and statutes as interpreted in pertinent court decisions. In connection with these rights are responsibilities that must be assumed by students.

Rights

Civil rights, including the right to equal educational opportunity and freedom from discrimination

The right to attend free public schools in accordance with provisions of Maine statutes and policies of the Board

The right to due process with respect to suspension, expulsion, or administrative decisions that the student believes has injured his/her rights

The right to free inquiry and expression and to voice grievances

The right to privacy regarding the content of student records as defined by the Family Educational Rights and Privacy Act, and the right to dress as she/he pleases within reasonable guidelines related to health, safety, and potential disruption

The right to be free from unreasonable searches and seizures

Responsibilities

Responsibility not to discriminate against others

Responsibility to attend school as required by law

Responsibility to observe school rules and regulations essential for permitting others to learn at school

Responsibility to observe reasonable rules regarding these rights and to express themselves in a manner that does not materially or substantially disrupt the operation of the school or conflict with the school's basic educational mission

Responsibility to comply with school rules and policies

It is the Board's belief that, as part of the educational process, all students should be made aware of their legal rights and also of the legal authority of the Board to make or delegate authority to its staff to make rules and regulations regarding the orderly operation of the schools. As such, this policy shall be included in school handbooks or otherwise communicated to students and parents at the beginning of each school year. The Board expects all staff to abide by this policy in order to most effectively achieve mutual respect of rights and acceptance of responsibilities. This policy is designed for educational and informational purposes and is not intended to create, expand, or restrict any student rights or responsibilities.

Prohibited Conduct Disrupting Education Process or Endangering Safety

The MSAD #54 School Board believes that students and staff are entitled to learn and work in a school environment free of violence threats and disruptive behavior. These prohibitions apply to any student who is on school property, who is in attendance 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. Students may be suspended for actions away from school if in the determination of the administrator, that misconduct would adversely impact the discipline and welfare of the school community. The school staff is required to immediately report incidents of prohibited conduct by students to the building administrator for investigation and appropriate action.

Prohibited Conduct:

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, box cutters, brass knuckles, switchblades, knives, clubs, Kung-Fu stars and nunchucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort or replicas of weapons (including toys), laser pointers, spiked necklaces, or bands and heavy chains;
- C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against property or any student(s), and/or staff (e.g., verbal or written threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements or bomb threats (including those made on or through a computer and cellphones), which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of the school unit's drug/alcohol and tobacco policies;(this includes possession and/or use of drug/alcohol and/or tobacco related paraphernalia)
- I. School pranks
- J. Violations of state or federal law; and
- K. Any other conduct that may be harmful to persons or property.

Disciplinary Action:

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct, which violates this policy is deliberately disobedient and deliberately disorderly and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of law that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs. Students who are found to have brought a firearm to school (as defined by federal law) shall be expelled for a period of not less than one year, unless the superintendent on a case-by-case basis modifies this requirement. All firearm violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the superintendent. Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations.

Suspension Procedures:

School suspension is administered for serious school offenses. Students will be informed of the charges and given a chance to respond to the charges. Length of suspension will be determined by the school principal and will reflect the offense committed. Parents or guardians will be called and/or notified in writing of the action taken. A further conference may be requested by either the parents or administrator. It is the student's responsibility to make arrangements with individual teachers to make up work and tests missed during suspension. While suspended, students are ineligible to attend any MSAD 54 school functions or be on school grounds except by expressed, prior permission from the principal. The administration reserves the right to determine that part or all of a suspension may be served in-house. Some examples of serious offenses include:

Offenses

Smoking/tobacco use/possession

Fighting (includes pushing, shoving, punching, and physical contact)

Vulgarity or verbal/physical abuse to a staff member

Theft (charges filed with local authorities)

Vandalism (charges filed with local authorities)

Violation of SAD #54 Drug/Alcohol Policy (includes possession of paraphernalia)

Insubordination (refusal to cooperate with school official)

Detention violation

Forgery of absence documentation, of teacher/staff signature

Leaving school building/grounds without authorization

Chronic/repeat offenses

Pranks (action that causes disruption, damage, and/or injury)

Disciplinary Action

10 day suspension; or 5 day suspension and 2 days SIRP*

2-10 day suspension

5-10 day suspension

2-5 day suspension

2-5 day suspension

(as per policy)

2-5 day suspension

suspension until

All detentions are served

2 day suspension

1 day suspension, and administrative detention

May include suspension, behavior support plan and/or expulsion hearing.

2-10 suspension

*SIRP: Student Intervention and Reintegration Program (see pg. 14)

Response to Student Violation of Chemical Abuse/Dependency Policy

The school procedures that follow are intended as guidelines. The administration reserves the discretion to impose consequences for any violation of this policy up to and including a recommendation for expulsion. The offenses and subsequent disciplinary procedures described in this policy shall be cumulative throughout the student's years in the RSU 54/MSAD 54 School District.

After receiving a written or oral report involving possible student possession, use or sharing of a prohibited substance, the administrator shall take the following steps:

First Offense

1. Verify and/or confiscate substance
2. Notification of parents/guardians, police, and central office administration
3. Meet with student to discuss participation in an approved diversion program
4. Suspension of the student for up to 10 days
(Reduced if student agrees to complete an approved diversion program, SIRP)

Any Subsequent Offenses

1. Verify and/or confiscate substance
2. Notification of parents/guardians, police, and central office administration
3. Meet with student to discuss participation in an approved diversion program
4. Suspension of the student for up to 10 days, with appearance before the Superintendent to discuss the student's educational future and possible expulsion

Furnishing, Selling or Providing a Prohibited Substance

After receiving a written or oral report involving possible student possession, use or sharing of a prohibited substance, the administrator shall take the following steps:

First Offense or Subsequent Offense

1. Verify and/or confiscate substance
2. Notification of parents/guardians, police, and central office administration
3. Suspension of student from school pending administrative review. An expulsion hearing is possible if furnishing, selling, manufacturing, or transfer of the prohibited substance has occurred on school property, in school vehicles, under school supervision, or at any activity sponsored by the RSU 54/MSAD 54 School District.

Student Intervention and Reintegration Program (SIRP)

The Student Intervention and Reintegration Program (SIRP) is designed to target at risk youth ages 13-18 (high school age). Youth are considered at-risk if they are experimenting with or otherwise using alcohol or other drugs, but are not assessed and deemed appropriate for treatment intervention. Young people are referred to SIRP by a parent, teacher, administrator, or probation officer. The aim of SIRP is to empower youth to make healthy decisions and reduce the risk for problems in the future. The program focuses on two measurable behavioral prevention goals: reduce risk of alcohol and drug problems throughout their lifetime and reduce high-risk choices. The intervention used by SIRP is the PRIME for Life under 21 program, provided by the Prevention Research Institute, Inc. (PRI), and is designed to influence behaviors using research-based persuasion protocol. The PRIME program is taught by trained and certified PRIME for Life Instructors.

General Information

The following is an alphabetical listing of Skowhegan Area High School information, procedures, and guidelines that will assist students and parents.

Academic Cheating:

Cheating is inexcusable. The offense will result in a grade of zero for the work involved and written notification sent to the parents explaining the incident. Continued cheating will result in no credit being awarded for the course.

Plagiarism is passing off as one's own work that of another. Students must be very careful researching a project that they do not copy the work of another and turn it in for credit. If there is any question in your mind, consult your teacher. Plagiarism is considered cheating.

AP / Honors Student Contract: An AP/Honors Student Contract must be signed by the student to show commitment to the completion of the AP or Honors level Course; to complete all summer work; to complete all assignments and learning expectations in a timely manner throughout the school year. Students who fail to maintain an 85 average may be considered for removal from an AP or Honors class.

Assembly Conduct:

Assemblies and rallies are an extension of Skowhegan Area High School's overall educational mission and attendance is required at these functions by all students. Positive recognition of students' and faculty's accomplishments in addition to sharing important information are major purposes of assemblies. Students are expected to display attentive, respectful behavior that coincides with the type of activity being conducted. Disruptive behavior will result in disciplinary action.

Bus Conduct:

School buses and bus stops are considered extensions of M.S.A.D. schools with all school rules in effect. Notice of bus rules is distributed to parents and students at the start of each year. Riding the school bus is a privilege. It can be lost for failure to adhere to general rules of courtesy and cooperation, and respect for property and/or safety. The bus driver has authority over the bus and may issue warnings and/or dismissal notices.

Cancellation of School:

Announcements for school cancellations are on the following TV/Radio Stations:

TV – Channels 2 (WLBZ), 5 and 13 (WGME), 6 (WCSH), and 8 (WMTW)
Radio – WTOS – 105.1 FM (Skowhegan), WKTJ (Farmington), WABK (Gardiner),
WQCB (Brewer), WKIT/WZON (Bangor), 92 MOOSE (Sidney), and WKSQ (Ellsworth)

Classroom/Building Conduct Expectations:

- Students are expected to display mutual respect for person and property at all times.
- Students are expected to report on time for all classes or study halls. (See Page 12)
- Students must not loiter in the halls or restrooms.
- Students may not leave the building during the school day for any reason without administrative permission.

Closed Campus:

Skowhegan Area High School is a closed campus. Once students have arrived on school property, they may not leave the property/building unless by prior approval from a school administrator.

Senior Privileges allow seniors in good standing and with parent approval to arrive for their first academic class and to leave immediately after signing out following their last class. Seniors, too, must honor the closed campus guidelines. See "Senior Privileges" for more specific information.

Computer Use:

Before using school computers or the Skowhegan Area High School Internet, students and parents must have signed and returned the Maine School Administrative District No. 54 Student Computer and Internet Use Form. This policy and permission form is distributed at the beginning of the school year. Failure to abide by the computer use guidelines will result in loss of computer use privileges and/or disciplinary action.

Laptops Owned By Students:

In response to a growing demand for students to connect their own personal-computing devices to the MSAD #54 networks, procedures have been developed to protect all parties' interests.

Students and their parents or guardians must sign an agreement that outlines the conditions for using a personal laptop wireless PDA on the MSAD 54 network. Personal computing devices is defined but not limited to Laptop Computers and Wireless PDA's and SmartPhones.

These agreement forms are available from the high school technology integrationist or the main office.

Of utmost concern is that students must register their personal laptops with the technology department and have the appropriate virus protection software or operating system updates **before** connecting to the district network.

In an effort to protect SAHS students who access the Internet through the school computers, SAHS uses an internet filtering system.

Computer Lab Use:

The computer lab is available for students who are working on school assignments. It is open from 8:15 a.m. to 2:45 p.m. Help is available at all times. All students who wish to use the lab must:

1. Obtain a computer lab pass from the teacher who has assigned work to be completed in the lab;
2. Have your study hall teacher sign the pass and indicate the time that you left for the lab;
3. Sign in on the clipboard when you arrive in the lab signing YOUR FULL NAME, your time of arrival, and the room number from where you came;
4. Sign out on the clipboard if you leave before the end of the period noting the time of departure and destination. The teacher in the lab must sign the pass;
5. Work quietly in the lab at all times;
6. Not leave the lab without permission.

If a student cannot follow these expectations, he/she will be sent back to study hall and will lose computer lab privileges for a specified period of time.

Custody Issues:

A custodial parent/guardian who wishes the school to comply with provisions of a court order to restrict access to a child is responsible for providing a certified copy of such order to the school.

Dance and Social Functions:

Expectations for student conduct at school social functions are as follows:

1. School social functions are open only to Skowhegan students and their guests. Guests accompanied by a student of Skowhegan Area High School are welcome if that student has obtained and filled out a Guest Approval Form from the office. Guests not currently enrolled in high school will not be allowed to attend school dances. **Exception: Prom – with Principal's approval.** When a student brings a guest, he/she is responsible for that guest and should remain with that guest as long as the guest is in attendance;
2. Once a student is admitted to a dance or social function, he/she is not to leave and be readmitted. No one will be admitted to dances after 9:00 PM, except by prior arrangement;
3. There should be no loitering in the lobby area;
4. Inappropriate dancing, such as "grinding", that is deemed sexually explicit is not allowed.
5. Students under suspension are not allowed to attend dances.
6. Any student who becomes a behavior problem will be asked to leave;
7. Any student under the influence or in possession of alcohol or other drugs will be turned over to the officer on duty, and the name will be recorded. All school policies and procedures are in effect. Students have the same expectations as if they were at school during the school day;
8. Once a student leaves a social function, he/she must leave the school grounds and the general school area;
9. School dances must have adequate supervision. Chaperones must include at least 1 school administrator, 1 law enforcement officer, 4 faculty members and 2 parent chaperones.
10. Unless by special approval of the building principal, dances will end at 10:30.

Deliveries/Gifts to SAHS Students/Staff:

Students and staff are only allowed to accept delivery of small gifts, small floral arrangements and Mylar balloons at school. Latex balloons are not allowed in the school as latex is known to cause severe allergic reaction in some people. School deliveries should be made after 12:00 pm and on a very limited basis (home deliveries are preferred) as they may cause disruptions in both the school office and the classroom. In addition, they can pose health and safety issues within the school. **Deliveries will be held in the school office until the end of the academic day.**

Detention:

Skowhegan Area High School recognizes two types of detention:

1. Teacher (classroom) detention;
2. Administrative detention.

Teachers will issue their own **classroom detentions** for classroom related infractions, including but not limited to late to class, uncovered books, unacceptable homework/classroom effort, etc. Teachers, in collaboration with administration, may issue **administrative detentions** for infractions of school rules.

- A. Administrative detention is scheduled from 2:20 to 3:50 in the cafeteria on Tuesdays, Wednesdays and Thursdays. Teacher detentions may be assigned for any day provided twenty-four (24) hour notice is given.
- B. Students will be given twenty-four (24) hour notice and are expected to stay for the assigned detention regardless of after-school work, athletic events and practices, or other extracurricular activities. Sufficient notice is given so appropriate plans can be made.
- C. The only legitimate excuses for appeals to reschedule detentions are:
 1. Severe illness. (Verification required)
 2. Professional health appointments that cannot be made outside the regular school day.
 3. Observance of recognized religious holidays, when the observance is required during the school day.
 4. Emergency family situations. (Verification required)
 5. Personal or educational leaves which the principal has approved.
- D. If a student fails to remain for an administrative detention they may be suspended until the detentions have been served.

Rules for Administrative Detention:

Detention is an extension of the student's regular school day as a result of some infraction. Regular school expectations still apply while on detention. Unless specifically requested by a faculty member or an individualized educational plan (IEP), school computers are not available during administrative detention.

- Students may not eat or drink while serving detention.
- Students may not leave the room without permission.
- Students are responsible for their own transportation after detention.
- Uncooperative or disruptive behavior will result in removal of the student with a possible suspension until the detention is served appropriately.

Displays of Affection:

Passionate displays of affection are offensive to students and staff. Please show respect for yourself and others by refraining from hugging, kissing or petting. Continued violations will result in disciplinary actions.

Dress and Personal Grooming:

We encourage students to use sound judgment and respect in their dress and personal grooming. Students must dress within reasonable guidelines related to health, safety, and potential disruption of the school mission. The school will not interfere unless the personal choices of students create a disruptive influence on the school program or affect the health and safety of others.

- A. Articles of clothing that promote the use of tobacco, alcohol, or other drugs may not be worn on school grounds when school is in session or at school functions.
- B. Articles of clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing that are too distracting specifically showing any parts of the breasts, belly, buttocks, or undergarments are not permitted. Skirts, shorts, or any holes that go through clothing are not to be any higher than the wearer's fingertips extended down the wearer's sides.
- D. Articles of clothing that are dangerous or destructive of school property (e.g. spiked collars and wristbands, or cleats) are not permitted.
- E. Hats and articles of clothing that are worn as headgear are not permitted in the building and must be taken off when entering the building and be placed out of sight. Exceptions are headgear worn for religious reasons and other circumstances approved by administration.

- F. An article of clothing that contain sexual messages or displays that are vulgar, lewd, or indecent, or include insulting words (e.g. racial/ethnic slurs) are not permitted.
- G. Perfumes/colognes/sprays/fragrant items are not allowed. They may not be worn, used, sprayed as they may compromise the respiratory issues of others. May lead to suspension.

Offenders will be given the opportunity to rectify the situation by changing into appropriate clothing, wearing a t-shirt provided by the office or will be sent home to change. Affected students may return to school when appropriate clothing is worn. In the case of hats and other headgear, the hat and/or headgear will be confiscated, an administrative detention will be issued, and the hat returned at the end of the student day. Repeat offenders may be deemed insubordinate and be suspended.

Additionally, students are expected to maintain appropriate personal cleanliness and hygiene for the school's social setting. Body piercing with safety pins, needles, knives, blades, etc., is not permitted. Students with offensive body/clothing odor will be provided access to school showers and laundered clothing. Under such circumstances, if a student chooses not to avail him or herself of such services, the student will be sent home until the offensive odor can be remedied.

Electronic Devices:

Student Use of Cellular Telephones and Other Electronic Devices:

Students are only allowed to use privately owned electronic devices, including but not limited to, cellular telephones, blackberries, handheld computers, MP3 players and electronic games before the start and after the end of the student day unless otherwise specified. **During the school day, all such devices must be turned off and be out of sight.** Exceptions to this rule are when a teacher specifically authorizes student(s) to use a personal electronic device for a specific curricular purpose, and senior use in lobby study hall.

If this rule is violated, the teacher will immediately confiscate the device and the device will be returned to a parent/guardian. 1st offense: warning; 2nd offense: administrative detention; 3rd plus offense; suspension. It is not appropriate for parents to be calling/texting students on cell phones during school hours. **Note: Failure to surrender an electronic device will be considered insubordination and will result in suspension.** Multiple offenses may incur additional consequences at the discretion of the administration.

The use of cameras, including camera phones, is strictly prohibited at any time in locker rooms, restrooms, classrooms, and buses. Pictures and/or videos may be taken for school purposes, such as class pictures, athletics, or yearbooks. In other instances, students must obtain administrative permission before photographing any individual. Non-compliance will result in confiscation of item and suspension.

Emergency Cards:

The information requested on the Skowhegan Area High School emergency card is **critically important.** Sudden illness or injury requires immediate attention. All students must have a current emergency card on file in the office. These are distributed the first day of school in the fall or, in the case of transfer students, upon registration.

Emergency Procedures/Evacuations:

MSAD #54 has established procedures in response to a variety of emergencies or circumstances requiring evacuation.

Skowhegan Area High School is required to run periodic **fire drills**. Two drills occur the first week of school to familiarize students with an orderly, quick building evacuation and to assure the alarm system is operating properly. Students and teachers exit through the closest doors. Students must regroup with their classroom teacher at the time of the evacuation once outside the building. Plans for assisting the disabled are in place.

Skowhegan Area High School has specific evacuation procedures in the event of **chemical spills**. Additionally, procedures have been developed and reviewed with faculty to address **unauthorized person(s)** in the building and the suspected presence of a weapon in the building.

Skowhegan Area High School **Bomb Threat Procedures** call for the orderly evacuation of the building by everyone. Students are allowed to get their clothing and backpacks from their lockers. All students and school personnel walk to the Skowhegan Area Middle School. Transportation will be available for physically disabled students or staff. For the remainder of the academic day, students are to remain with their teacher at the time of the evacuation. Lunches will be provided at the new location. Students may not order out for food. Any food deliveries will be sent back. Students may not use cell phones without administrative permission. In the afternoon, students will return home on their regularly assigned buses at 2:15 p.m. **Parents should not pick up their student(s) until 2:15 pm.** If the bomb threat evacuation occurs after 12:00, arrangements may be made to return students home early from the Skowhegan Area Middle School. The general policy regarding bomb threats includes:

1. Any student(s) found to be participating in a bomb threat would be subject to expulsion and prosecution under federal law.
2. Student and staff evacuation and safety are priorities.
3. Every attempt will be made to complete the school day at alternate sites.
4. Except for a previously arranged or emergency student dismissal, parents/guardians should not try to dismiss children during evacuation and relocation procedures.
5. Re-entry to Skowhegan Area High School for students and staff will not be until the following day and only after a search and clearance of the building by authorized police and school personnel.
6. Vehicles may not be accessed until authorized by the police or administration.

Field Trip Behavior:

Field trips are an extension of the classroom. Students are expected to act accordingly.

Fundraising at SAHS:

Fundraising activities by any group or organization at SAHS must adhere to district policy guidelines. No fundraising may be conducted by employees or students without prior approval being granted by the principal and the superintendent. (Traditional fundraisers which have previously been approved by the superintendent must be approved at the building level.)

The sponsor of a student club or organization must submit a written fundraising request to the principal at least two weeks before the activity is scheduled to begin. Any fundraising for school trips that include an overnight stay or leave the state must obtain approval from the School Board.

The principals and athletic director will maintain and coordinate calendars to avoid excessive overlapping of campaigns which could prove burdensome to students and the community.

The collection and distribution of all funds raised must be carried out in accordance with the procedures for high school student activity funds.

Harassment and Sexual Harassment:

Harassment of anyone because of race, color, gender, sexuality, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Harassment: Harassment includes but is not limited to verbal abuse based on race, color, gender, sexuality, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety.

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

Harassment/sexual harassment of students by school employees are considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students are considered grounds for disciplinary action, up to and including expulsion.

The Superintendent or the employee designated as the Affirmative Action Officer will investigate complaints of harassment in accordance with Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Harassment Response/Procedures:

Students should be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to seek assistance from a counselor, teacher, school administrator, or civil rights team member at the earliest opportunity.

Students who have been harassed will be informed of their legal options. Students alleged to have been harassing students will be informed of the allegations. They could be subject to legal action and court orders.

The primary goals of the school's administrative response to student harassment incidents are to maintain an appropriate school climate and to restore acceptable social interaction between the involved students.

Substantiated harassment is a serious matter that warrants disciplinary response. The severity of the disciplinary response will be based on the nature and extent of the substantiated harassment and the willingness of the involved students to cooperate in restoring appropriate social interaction. Responses will vary from assigned detentions and required counseling to suspension or expulsion.

Students must realize that harassment is ***AGAINST THE LAW***.

Hazing:

Maine statute defines injurious hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school". It is the policy of the MSAD #54 Board of Directors that injurious hazing activities of any type, either on or off school property, by any student, staff member, group, or organization affiliated with the schools, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the school department shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities. Persons not associated with the MSAD #54 school district who fail to abide by this policy may be subject to ejection from school property. Students, administrators, or staff violators of this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures.

In the case of an organization affiliated with the MSAD #54 school district, which authorizes hazing, penalties may include recession of permission for that organization to operate on school property or receive any other benefit of affiliation with the schools.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action (or lack of action) on the part of the Superintendent as s/he carries out the provisions of this policy, that individual or organization may appeal to the school board. The ruling of the school board, with respect to the provisions of this policy, shall be final.

Hours and Bell Schedule of the School Day:

Skowhegan Area High School doors open each day at 7:50 a.m. Students needing to enter the building prior to that may do so under teacher supervision. SAD #54 buses will begin unloading students at the back doors of the high school at 8:00 a.m. each morning.

Once on school grounds, students are considered to be "at school" and all school related expectations will apply. At 7:50 a.m. (8:00 at the bus doors) or upon arrival on school grounds, students must directly enter the building.

Following dismissal at the end of the academic day, students without a school related after-school activity should plan to depart school grounds by 2:30.

Class/Lunch Schedule 2013 – 2014

Times: Daily Advisory 8:15-8:25	Day 1	Day 2
8:30 – 9:46	Periods 1 & 2	Periods 1 & 2
9:51 – 11:07	Periods 3 & 4	Periods 3 & 4
11:12 – 12:54 (includes 20 minute lunch)	Periods 5 & 6	Periods 5 & 6
12:59 – 2:15	Periods 7 & 8	Periods 7 & 8

Classes meet every other day.

Students have a 5-minute break between classes.

Four lunch periods are scheduled during periods 5 & 6.

Students sitting in the back of academic classes for study hall will attend lunch with that class.

Lunch A-	11:07 – 11:27	CTE, Yellow, White, Shop A & B
Lunch B-	11:30 – 11:50	Orange, Blue
Lunch C-	11:53 – 12:13	Purple, All Study Halls, DLR
Lunch D-	12:34 – 12:54	Green, PE/Gym, Music

Early Release Day Schedules

September 25, February 5, May 14, and June 16th

Period: Advisory 8:15-8:23	Times
Periods 1 & 2	8:28 to 9:06
Periods 3 & 4	9:11 to 9:49
Periods 5 & 6	9:54 to 10:32
Periods 7 & 8	10:37 to 11:15

Days will be regular rotation schedule. Lunch will be served at 11:15. Buses will load at 11:45. Students not wishing to stay for lunch may be dismissed at 11:15.

SAHS Advisory Program

The SAHS Advisory program will play a critical role in the school's overall academic and individual student support services plan. The Advisory portion will be a catalyst for creating a more personalized learning environment where all students are well known by at least one adult. Advisory program will enrich and support students' academic progress, college and career readiness, and civic duties throughout their high school career.

- Advisories will consist of 12-14 students from the same grade level matched with the same adult for their four years of high school.
- The SAHS Advisory Program will meet every day from 8:15-8:25 am.

Illness/Injury at School:

Should a student become ill or injured at school, the student emergency card will be referenced. Every attempt will be made by our nurse and office staff to contact parents or the designated contact person(s). In addition, several staff members are trained in first aid procedures.

If school personnel are unable to contact parents or designated relatives or neighbors and the illness or injury appears serious, the local ambulance service will be contacted.

Library/Media Center:

The Skowhegan Area High School Library/Media Center is the research and resource hub of the high school. It contains over 12,000 volumes of printed material, an ever-expanding collection of audio and video curriculum supplements, and much current and past periodicals. Twenty computers both MAC and PC are available for students use. The Media Center is fully automated and has an on-line catalogue.

The Skowhegan Area High School Media Center is open from 8:00 a.m. until 4:00 p.m. each school day, so students and faculty may use the materials in the Media Center. Books may be checked out and returned any time between those hours. Before and after school students may do homework in the Media Center. During normal Media Center hours, students are not to do homework in the Media Center. However, research papers or reading for enjoyment may be done in the Media Center providing the student is coming from a study hall. The following guidelines have assured cooperation and efficiency to the Media Center's operation.

- Students who have secured a pass in advance from their subject area teacher may be signed out of study hall for Media Center use.
- Students should report directly to the Media Center.
- The Media Center is a quiet place for reading, browsing, and research. Students should plan to be busy the entire period.
- Food and drink are not allowed in the Media Center.
- Books may be signed out for a 4-week period. No fine is assessed for overdue books. Students must return or renew any overdue book(s) before being allowed to sign out additional books.
- Reference and Reserve books may circulate overnight only. These should be returned before the first period of the next day.
- Magazines may circulate on an overnight basis.
- Non-returned or lost print/non-print materials and electronics/technological equipment must be paid for or replaced before additional materials will be issued. Detention will be assigned for non-returned materials.
- Graduating seniors must settle Media Center bills before taking part in graduation services.

- Using the Media Center is a privilege which may be revoked any time a student behaves irresponsibly.
- When the Media Center is reserved for class use, it may be used for limited number study hall students.
- No personal electronic devices may be used of any kind.
- Students must return to their study hall at the end of the period.

Lockers:

At the beginning of the year each student is assigned a school locker with a combination lock. Students are urged to keep their lockers locked to avoid theft. Only school issued locks may be used. Outside decorations on lockers are not encouraged but are allowed for the temporary promotion of school spirit or celebrations. These temporary displays must not damage nor deface the lockers. Inside decorations must be in good taste and must not damage or deface the lockers.

Lockers remain school property and are subject to search at any time. Random searches (including canine searches) may be conducted as a result of "reasonable suspicion" at any time. Any illegal item discovered will be turned over to law enforcement authorities. Students are responsible for their locker contents and condition. Students must keep the locker assigned to them at the beginning of the school year. Any repairs or vandalism will be billed to the student and parents. Students will be subject to school discipline if illegal items are found or vandalism occurs.

Lunch Room Expectations and Procedures:

1. Students should go directly to the lunch area after being dismissed by the teacher.
2. Once in the lunch area, students are expected to remain there, except by permission of lunch duty teachers.
3. Seniors only may eat their lunch in the school lobby.
4. Students should properly discard dirty trays and sort the refuse correctly.
5. Students must keep the tables and floors clean for the next lunch.
6. Students may listen to music using earphones while in the cafeteria during lunches.
7. Students may only sit 8 to a table with NO students sitting on the ends.

Medication at School:

Medications will be given at school only when it is absolutely necessary. We encourage medications to be given at home. For example, if a medication is to be given three times per day, please give before school, directly after school, and at bedtime. When it becomes necessary to take medication during the school hours, the following routine shall be followed:

1. There shall be written orders from the physician naming the drug, dosage, time to be given;
2. The parents/guardians shall sign a permission form requesting that the school comply with the physician's orders;
3. Medication shall be in a proper container, labeled by the pharmacy;
4. The school nurse shall inform appropriate school personnel of the potential side effects of the medication;
5. At no time should a student have medication in his/her possession in school.
6. All medication needs to be delivered to the school office.
7. A recent law now allows students in public schools to carry and self-administer the specific emergency medications of asthma inhalers and epinephrine auto-injector. Epinephrine auto-injectors are used as an immediate emergency response to a potentially severe allergic reaction (e.g. allergy to insect bites or to peanuts).

Students will be allowed to carry and self-administer these medications under the following conditions:

- There is prior written approval from the student's health care provider indicating that the student has the knowledge and the skills to safely possess and use an asthma inhaler or an epinephrine auto-injector.
- There is prior written approval (for minor students) from the student's parent or guardian.
- The student demonstrates to the school nurse, appropriate technique to ensure proper and effective use of an asthma inhaler or an epinephrine auto-injector.

Nondiscrimination Policy:

The Board of Directors of MSAD #54 is committed to pursuing a policy of nondiscrimination in the educational and employment programs, which it operates and will honor all appropriate laws relating to discrimination.

There shall be no discriminating in either educational programs/activities or employment practices i.e. recruitment, hiring, promotion, transfer, composition and other terms, conditions or privileges on the basis of race, color, national origin, religion, gender, sexuality, age, marital status, or disability under the provisions of the Maine Human Rights Act, Titles VI and IX of the 1972 Educational Amendment, Section 504.

Student of the Month

At Skowhegan Area High School, the faculty and staff elect a student each month to receive the honor of 'Student of the Month'. Students of the Month demonstrate consistent high performance or significant improvement in the following areas:

- **Academic performance:** These students value their education and demonstrate a willingness to be challenged academically. They give an earnest effort in all areas and perform at their personal best.
- **Integrity:** These students have shown ethical behavior in all areas, not just in academics. They are respectful of both peers and adults, and they accept responsibility for their actions.
- **Involvement:** These students are active members in the school community through various school activities. They are also involved in their community in positive ways.
- **Positive attitude:** These students remain positive even in challenging situations, they and contribute positively to the classroom and school atmosphere.
- **Resiliency:** These students are not defeated by mistakes or setbacks, but instead use them as an opportunity to learn and grow.

This award will be given to students whose behavior and attendance are exemplary and who are in good academic standing.

Student Organizations:

MSAD #54 board policy states that student organizations generally will be encouraged when they meet the simple criterion of contributing to learning rather than detracting from it. Such organizations will operate within the framework of the law, board policy, administrative rules, and the parameters of the learning program. When such organizations are truly contributive, their establishment and operation will be facilitated in reasonable ways by district staff and through use of district resources.

All Skowhegan Area High School student organizations are required:

1. To have the approval of the school board;
2. To have at least one (1) faculty advisor;
3. To account for all financial activity through the school office accounting system;
4. To be consistent in the mission with all district policies, all state and federal laws and the Skowhegan Area High School Statement of Purpose.

This policy applies to on-campus organizations only. It is not intended to restrict the organization of students into groups, which function apart from the school.

Parent Conferences:

The first student progress reports will occur September 27th therefore SAHS has established October 2nd and 3rd as our designated annual parent/teacher conference. Parent/Conferences will be held in an arena format with teachers in the gym. Teachers will be stationed by department with a student desk for each teacher. Additionally, parents should feel free to contact teachers or their child's guidance counselor to make conference arrangements whenever they feel it would be helpful and/or necessary. All teachers have phone extensions with voice mail and all teachers have e-mail addresses which can be found on the school website. If you have trouble contacting any teacher, please call the main office.

Rational & Design:

The rationale for the arena format is to maximize the opportunity for parents to meet with any number of teachers with greater efficiency and flexibility than the scheduling individual appointments can provide.

Parking/Driving by Students on School Grounds:

Students wishing to bring a vehicle on school property must register the vehicle with the Skowhegan Regional Vocational Center, sign a "Parking Privilege Contract", and agree to follow all guidelines set forth in the contract. As part of the agreement to bring a car onto school grounds, students agree to display prudent driving practices at all times. Speeding, racing, squealing tires, skidding, excessive noise, failure to cooperate with parking lot duty teachers are all examples of imprudent driving practices.

The SAHS Student Parking lot opens at 7:30 a.m. Students should arrive, park and proceed to the school building. No loitering in vehicles or parking lot. Violators of these expectations will lose their driving and parking privileges on school property for a period of time to be determined by the school administration.

Cars may not be left overnight unless the student is involved in an overnight school related activity. In this case, cars need to be parked in the student parking lot near the gym and **NOT** in the staff parking lot.

Passes:

In order to promote an orderly and a safe school climate, students who leave a class or any assigned area are required to use their passbook/handbook authorizing their activity. Students without passbooks/handbooks or who are in unauthorized areas of the school are subject to discipline up to and including suspension. Students should return to their original class/study hall by the end of the period.

Students wishing to visit the Guidance Office must obtain a pass from the Guidance Secretary. Unless it is an emergency, students should not be in the Guidance Office from a class. Students should be dismissed from study hall only if they have a pass from Guidance.

Pest Management:

The Maine School Administrative District No. 54 uses an Integrated Pest Management (IPM) approach to the control of insects, rodents, microorganisms, weeds and other pests in school buildings and on school grounds. IPM combines a variety of methods for managing pests including monitoring, improved sanitation and food storage practices, pest exclusion and removal, biological control, and pesticides. The objective of the IPM program is to provide effective pest control while minimizing pesticide use.

Non-chemical pest management methods will be implemented whenever possible. However, sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the least hazardous effective pesticide feasible.

When required by law, parents/guardians and school staff will be notified at least five days in advance of specific pesticide applications. When required by law, pesticide application notices will be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law or regulations to pose little or no risk of exposure to students or staff. A copy of the school system's IPM/Pest Management Policy is available for review in the school office. The school also keeps records of prior pesticide applications and the pesticides used. You may review these records.

Physical Education Expectations:

Freshmen and sophomores are scheduled for physical education classes at some time during the year.

- All students are required to change into standard gym clothes. Generally this consists of shorts, a T-shirt, sneakers and socks. Clothing that is worn to other classes is not acceptable.
- "Gym passes" will not be issued to excuse students from classes.

PowerSchool: Parent/Guardian Access:

Skowhegan Area High School uses a program called PowerSchool to give online access for grades, lunch information, attendance and school contacts. You can receive your username and password for PowerSchool through your Guidance Counselor or Dorothy Small at dsmall@msad54.org or call 474-5511 extension 4166.

Publications by Students:

Because the Board recognizes creative student expression as an educational benefit of the school experience, it encourages freedom of comment, both oral and written, in a school setting with a degree of order in which proper learning can take place.

Some student publications, such as annual yearbooks and school newspapers, may be developed as part of the curriculum to benefit primarily those who compile, edit, and publish them. Faculty advisors will be assigned to guide students engaged in these activities. Student editors have initial responsibility in determining content. However, the faculty advisor may override the student editor's decision, but shall give substantial and due regard for the judgment of the student editors and for the educational value of the exercise of that judgment. Censorship shall be limited to those aspects of publications that conflict with the basic educational mission of the school that may be inappropriate for young audiences or that may be reasonably judged by the public to bear the approval of the school.

Students may be required to submit publications for approval prior to distribution. When approval is required, school administrators must make available to students the standards, which will be used in determining the grant or denial of permission.

The Superintendent is authorized to develop, review, and appeal procedures for students who feel that their material was improperly or unfairly censored and to make those procedures known to students, parents, and faculty.

Distribution of any non-school-sponsored materials or literature on school property shall receive prior approval of the principal, who shall review and judge the material using the same standards that pertain to other student publications.

Search and Seizure and Interrogations of Students:

When law enforcement officials find it necessary to question students during the school day or hours of extra-curricular activities, every effort will be made to notify parents and obtain their presence.

The Board of Directors of MSAD #54 recognizes its responsibility to ensure that discipline is maintained and that a safe, orderly environment conducive to learning is preserved. Therefore, school officials may conduct reasonable searches of students when, in their judgment, there are reasonable grounds to believe the search will show that the student is violating the law, school regulations or school board policies.

Students are permitted to park on school property as a matter of privilege, not of right. The school retains the authority to make routine patrols of parking lots and inspections of the exteriors of automobiles on school property. The interior of a student's car may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.

School Resource Officer:

The Skowhegan Area High School Resource Officer is a representative of the Skowhegan Police Department who is assigned to serve as a liaison between the school and the police department. The school resource officer will perform a variety of functions at the school. Examples of these activities include but are not limited nor restricted to:

1. Develops and maintains student/officer relationships.
2. Visits classrooms and, in general, keeps visible presence high.
3. Generally conducts criminal investigations when necessary at school;
4. Responds to complaints and calls for service at school;
5. Performs security checks of school property;
6. Follows up on arrests and summonses with the Juvenile Intake Officer or the District Attorney's Office on school related cases;
7. Patrols school property on foot or with a police vehicle promoting traffic safety through compliance;
8. Make arrests and apprehensions when necessary on school property;
9. Directs traffic when necessary on school property;
10. Provides information to the general public when requested;
11. Completes all necessary paperwork as determined by the Chief of Police;
12. Attends and participates in high school and middle school functions as determined by the Chief of Police and school principals;
13. Assists school administrator with Pupil Evaluation Team (PET) meetings;
14. Assists school administrators with discipline within school policy guidelines;
15. Guest lectures in various classes on law enforcement or legal issues;

Senior Privileges:

Senior privileges allow seniors to leave the school premises after their last academic class and/or arrive late to school prior to their first academic class in lieu of being in a lobby study hall. **At no other time is a senior allowed to leave the building.** Privileges also extend to the use of CD players, MP3 player, iPods, and cell phones while in the lobby during study hall. Seniors on senior privileges are allowed to go to the Media Center, computer lab, guidance office, and/or courtyard without a pass but any academic area requires a pass.

1. Have received a "C" or above in all classes in the preceding ranking period.
This includes no "withdrawn-failings";
2. Have no more than 2 tardies in the preceding ranking period;
3. Have returned a signed parent's permission form.
4. Seniors who bring up all grades to a "C" or above at quarter 4 Progress Report may be reinstated with senior privileges upon administrative review and approval.

Smoking/Tobacco Use:

In accordance with state law, smoking is prohibited on school grounds. For school purposes, tobacco chewing falls into the same category. Students possessing/using tobacco products or smoking paraphernalia (lighters, matches, etc.) on school grounds will be suspended from school.

Study Halls:

Students may likely have at least one study hall. Study halls are held throughout the building. Freshman, sophomores, juniors, and seniors must report to the assigned room or cafeteria for quiet study hall. Seniors who have a 76 or better average in all their subjects, determined by quarterly grading, earn the privilege to have Lobby Study Hall. Students who cut study hall will be assigned an administrative detention. Additional cuts may lead to suspension.

- Study halls must be quiet.
- Students will have assigned seats.
- No passes will be written by the study hall teacher with the exception of 15-minute specific passes to students to the Media Center to get reading material(s).
- Games, cards, hacky-sacks, electronic games, etc. are not to be brought to study halls.
- Only specific passes from subject-matter teachers will be honored. These passes must be obtained **prior** to the start of the study hall.
- No passes will be given to the Computer Lab, other teachers' rooms, guidance office, gym or Food Place.

Study Halls in Classrooms:

Students may be assigned to rooms and teachers for study halls that occur in rooms during classes. Regular study hall rules apply to these situations. If a student needs a quiet room in which to accomplish their work they should see their guidance counselor to change to a regular study hall.

Surveys of Students:

The "No Child Left Behind" Act expands the list of subjects about which students may not be surveyed or questioned without prior parental consent.

Whenever a survey or examination is given to a child at school that requires information about political or religious affiliations, income, physical or mental health information that may be considered private,

parents have a right to preview the survey and to refuse participation by their child in the survey or exam.

Skowhegan Area High School will honor parents' request to opt out of any such survey. Every effort will be made to keep parents informed of any student surveys of this nature.

Textbooks Lost or Damaged:

All textbooks must be covered throughout the school year. Students are responsible for the care of books loaned to them by the district. All assigned textbooks are to be returned in good condition at the end of the course.

Excessive damage done to textbooks and any lost books must be paid for in the office. Payment shall be established based on the age of the book, the original cost or replacement cost, and the difference in return condition compared to issue condition.

Maine State Law also allows for the following:

"If a public school student loses, destroys or unnecessarily injures a school book or appliance furnished to the student at the expense of the school administrative unit (and the student's parents do not make good the loss within 45 working days)...the board shall report the case to the assessors of the municipality (who shall)...include in the next municipal tax of the delinquent parent the replacement costs of the book or appliance..."

Telephone Use:

Students are allowed to use their personal cell phones **after 2:15 pm**. School phone lines are in short supply and are designated for official use only. Students needing to contact a parent during the day should report to the main office and ask to use the designated phone.

Students contacting home related to unexpected dismissal, illness, or emergencies should come to the office and have the school secretary make the necessary contacts or notifications on the office phone. Parents who need to contact or get information to a child should call the main office. In an emergency, students will be contacted immediately. Otherwise, students will be called to the office at the end of their class period.

Visitors to the School:

Visitors must report to the office, secure approval, and sign the visitor record upon arriving and departing from the school building. A visitor's pass will be issued and will need to be worn by all guests.

Students are not to have visitors other than parents or guardians in school. Students planning to attend Skowhegan Area High School are allowed to attend classes only if their guidance counselor has made arrangements for such a visit.

Web Site/Electronic Mail System:

Skowhegan Area High School maintains a very comprehensive web page. At our web address visitors can access information about schools' programs and curriculum, district policies, student activities, student recognition, and department activities. There are also links to many valuable educational sites.

Additionally, all teachers e-mail addresses are accessible from this site. SAHS site:

<http://www.msad54.org>

Support and Services for Students and Parents

Guidance Department:

The Skowhegan Area High School guidance department has four guidance counselors, an on-site part time Clinical Social Worker, and a guidance secretary. Each guidance counselor is responsible for a class and each counselor works with that class from freshman year through graduation.

Counselors perform a variety of roles for their students. Each counselor assists students with their program of study development, career awareness education, college exploration, scholarship and financial aid awareness education, emotional and/or crisis situations, and the research of military options. Guidance counselors also attend student IEP and 504 meetings.

The guidance office offers services to students seeking assistance with problems or concerns of a personal nature. Students should meet with the counselor whenever the need arises.

Parents are encouraged to contact their child's guidance counselor when academic, social, physical or emotional health or other concerns arise.

Scheduling Philosophy at Skowhegan Area High School:

The Skowhegan Area High School faculty and administration encourage and expect students to challenge themselves academically. Counselors and teachers make every effort to assure proper academic placement of students. Once enrolled in a course, students are expected to remain in that course and complete all related requirements.

Class Registration Process:

Core courses (English, social studies, mathematics, and science):

Each student's current/last core content area teacher will recommend him or her for the appropriate course level with assistance from the student's guidance counselor and other teachers in the department who are familiar with the student.

Regardless of the course level, students are expected to commit their best effort to an assigned class in order to maximize learning. A student may ask to be enrolled in a level higher than recommended by staff. To move up, the student will be required to demonstrate the skills and work ethic necessary to achieve successfully at the higher level being requested. If a student enrolled in the higher-level class fails to consistently demonstrate adequate effort and achievement, the student will be placed at the level that is deemed more appropriate for his/her needs.

The Principal will confer with all stakeholders when making a decision regarding level transfers. Focus will be on insuring that no student interferes with the learning of others. In the event there is no resolution about a concern related to course level the Principal will have final say on course level placement.

Due to the level of required work, it is recommended that students do not take more than two AP courses at one time. Students who desire to enroll in more than two AP courses need approval from the Principal.

Add/Drop:

If at all possible any needed add/drop should be handled before the beginning of a school year. Guidance counselors are available a week after the school year ends and a week before the school year begins to address specific scheduling needs.

Although students are expected to remain in a course once a course begins, it may be possible for a student to add or drop a class after the start of a semester. Adding or dropping must happen within the first two weeks of the start of a class unless unusual circumstances arise. Student add/drop may be allowed after thorough consideration of the rationale for the requested change; and all required procedural paperwork has been signed by the student, a parent/guardian, the guidance counselor, and the teacher. Completion of this paperwork is the responsibility of the student. Until approval for the change occurs students are expected to remain in and attend the currently scheduled class. If a student drops a class for anything less than a legitimate reason after the first two weeks of a year course or a semester course, the course will remain on the student's permanent record with a designation of withdrawn passing (WP) or withdrawn failing (WF). A grade of zero will be recorded for a class attempted and not completed. This zero grade will become part of a student's historical GPA.

Elective courses: Students will select elective courses with assistance from their guidance counselor and elective teachers.

Course Descriptions: available on the SAHS home page

Each year the Skowhegan Area High School faculty and the guidance department collaborate to develop course descriptions. These course descriptions explain courses available to students in the coming year. Course requirements, the curriculum objectives, and class expectations are outlined for students and parents. Students and parents are urged to use the course descriptions to outline an educational plan. Students should also consult with their guidance counselor to ensure that their plan best meets their needs for the current academic year, and their future educational and career goals.

Homebound Instruction:

Provision may be made for homebound or hospitalized instruction of a student for reason of illness, accident, or other circumstances. If such instruction is sought, the school principal or guidance counselor should be contacted. Parents or guardians may be required to present a statement from their doctor stating that such instruction is recommended.

Summer School/Winter School:

SAHS provides additional instruction for students who have previously failed a course or who need remediation. Students needing additional instruction will be strongly urged to take these remedial opportunities because, except in extenuating circumstances (as determined by the guidance department and the principal), students who fail a required course will not be rescheduled back into that same course a second time at SAHS.

Two remediation sessions are offered for students.

Summer School meets during the summer and offers students instruction and practice in what they need to satisfactorily meet course requirements. Students must have been enrolled in all 4 quarters (year course) or 2 quarters (semester course).

Winter School provides the same opportunities but meets directly after school, usually beginning after February break.

At the end of each semester, parents of students needing remediation will be notified and specific information about course offerings, times, location, cost and transportation will be provided. Summer and Winter School grades for **credit recovery** will be either pass (P) or fail (F).

SAHS Students and Adult Education Courses:

SAHS students enrolled in an Adult Education PLATO course will be scheduled into an assigned period and area of the SAHS day in which to work on their coursework. Scheduling will be arranged by the student's guidance counselor and the adult education director. The assigned area will be the SAHS Interactive Television office. Supervision will be provided by the ITV coordinator.

SAHS students taking Adult Education courses (including PLATO) must complete all coursework by the end of the high school semester in which they started the coursework. Final grade and credit (if earned) will be awarded at that time. Exceptions to this assignment will be made only in extenuating circumstances and with the expressed, written permission of both the Adult Education Director and the student's high school guidance counselor.

Early Graduation:

Timeline: A formal written request must be made by the start of Q4 in the sophomore year. Determination will be made prior to the end of the sophomore year.

Meeting: Prior to approval a formal meeting including student, parent, guidance, and principal will be held to discuss rationale and plan for early graduation.

Requirements:

- Student must be in good academic standing with a minimum grade of 76 in all classes.
- Student must have reasonable purpose to request early graduation including a post-secondary plan.

Early graduates are not seniors and are not recognized in the senior photo section of the yearbook, are not eligible for senior privileges or recognitions including local scholarship eligibility (eligibility based on 15 quarters of attendance) and senior class honors banquet (eligibility based on 15 quarters of attendance).

External Credits:

SAHS encourages students to pursue external educational opportunities for a variety of reasons including intellectual growth, recovery of credit, and to enrich their high school experience. Grades for any external credits will be recorded on the SAHS transcript as pass/fail at the conclusion of the experience. These external classes will not be used to determine athletic eligibility, honor roll status, or G.P.A. Students are limited to earning two external credits for SAHS diploma requirements. An external credit contract will need to be signed by the student and parents or legal guardians.

External opportunities include but are not limited to the following:

Adult Education Classes

Correspondence Classes
AP 4 ALL
College Classes
Virtual High School

Special Programs/College Courses in Senior Year:

Seniors may enroll in college and earn high school graduation credits as well as college credits during their senior year. Approval of the guidance counselor and principal must be secured if the subjects are to be used for diploma requirements.

Many colleges also offer on-campus summer programs to outstanding juniors. Information is usually available by early spring of each year. For more information contact the guidance office.

Alternative Education Programs:

The Marti Stevens Learning Center offers alternative educational programs to qualifying, recommended Skowhegan Area High School students. The selection criteria include, but are not limited to; the student's potential to complete the program and their difficulty with conventional school programs. Alternative education programs will be provided where the needs have been identified, where establishment of such programs is feasible, and where proposed programs fall within the function normally associated with the public school system. These alternative educational programs will seek to provide an appropriate academic, social, and vocational experience to young people either to re-enter the regular school system, move into another educational setting, or prepare them for successful employment. SAHS students enrolled in Marti Stevens Learning Center must adhere to the following expectations:

1. Bus pick-up and drop-off for MSLC students will be at the MSLC only. Unless by prior approval by both MSLC and SAHS building principals, MSLC students are not to load onto or get off buses at SAHS.
2. MSLC students needing to visit SAHS for any reason (i.e., library, guidance, class, labs, etc.) must have a prior approved pass and must first report directly to the school's main office upon entering the building and leaving the building. A visitor's pass will be issued in the main office. Students must also sign out in the main office before leaving.

Special Education:

Federal law requires that all students have a right to a "free and appropriate public education" regardless of handicapping conditions. Toward this, Skowhegan Area High School has specific procedures for children who may have special needs that require modifications of special instruction in order to benefit from the school's curriculum.

Referral Process:

Referrals for special education services can come from school staff, parents, other students, a screening process, or medical or other outside entities. All referrals must go through the school and the Individual Evaluation Plan (IEP).

When a child is referred for special education services, the parents will be contacted about an IEP meeting scheduled at the parents' convenience. At that meeting, the reason for the referral will be discussed and the evaluation process reviewed.

Students who have one or more of the following permanent needs qualify for special education when the needs adversely affect this student's educational performance:

Learning disability, emotional disability, speech and language impairment, mental retardation, autism, hearing impairment, deafness, deafness-blindness, blindness or visual impairment, orthopedic impairment, traumatic brain injury, multiple disabilities and/or chronic or acute health problems that adversely impair classroom performance (other health impaired).

Parents' or students' concerns or questions regarding special education may be directed to their guidance counselor, one of their teachers, a school administrator, high school special education department or the district special education director.

Section 504 of the Federal Rehabilitation Act:

Although similar in ways to special education identification protocol, Section 504 guidelines are somewhat broader and do not have to focus closely on educational performance or the need for special education. A person is disabled under 504 if the person has a physical or mental impairment that substantially limits one or more major life activities, including learning, walking, talking, working, and other such functions. Whether a student has a physical or mental impairment will usually be determined through an evaluation process.

Skowhegan Area High School has a referral process that includes team meetings, the availability of evaluations, programming determinations arising from those team meetings and notification of parents of their rights under the law. Parent or student concerns regarding Section 504 eligibility should be directed to the Skowhegan Area High School administration in the main office.

Co-Curricular Clubs and Activities:

Skowhegan Area High School offers a wide variety of clubs and non-athletic activities for students. Often activities develop within a school year to address specific needs or causes.

The Skowhegan Area High School band involves many students in a wide variety of musical activities throughout the year. The band performs at rallies, football and basketball games, and school and public concerts.

The following is a list of clubs and activities available to Skowhegan Area High School students.

Business League (BEAM)	Big Brothers/Big Sisters	National Honor Society
Drama	Lever (yearbook)	Student Council
Math League	Rachel's Challenge	The Outlook(school newspaper)
Civil Rights Team	Speech Team	
Women for Women	Art Club	
Rotary Interact Club	Chorus	
Green Club	Leos	

SAHS Athletic Program Offerings:

Fall:

Varsity/JV/ Frosh Football
Varsity/JV Field Hockey
Varsity/JV Boys' Soccer
Varsity/JV Girls' Soccer
Varsity/JV Coed Golf
Varsity Boys' Cross Country
Varsity Girls' Cross Country
Varsity Cheering

Winter:

Varsity/JV/Frosh Girls' Basketball
Varsity/JV/Frosh Boys' Basketball
Varsity Wrestling
Varsity Ice Hockey
Varsity Boys' Indoor Track
Varsity Girls' Alpine Skiing
Varsity Boys' Alpine Skiing
Boys'/Girls' Bowling

Spring:

Varsity/JV Baseball
Varsity /JV Softball
Varsity Boys' Track
Varsity Girls' Track
Varsity Boys' Tennis
Varsity Girls' Tennis

Co-Curricular Activities Consequences for Violation of Substance Abuse Policy

Any student holding a leadership position in a co-curricular or extra-curricular activity and any student holding an elected office will forfeit that position if that student violates the MSAD 54 Substance Abuse Policy. Students involved in the Math Team, Business League, Speech Team will not be allowed to participate in 20% of the competitive activities while Drama, Jazz Ensemble, and Show Choir will be the be ineligible for 20% of the season measured from the initial date of tryouts to the culminating event if the Substance Abuse Policy is violated.

Administration will decide appropriate penalties for any activity not listed above.

Speech and Drama Academic Eligibility:

To be eligible for participation in an after school production of a play (either as a performer or a technician) a student must be passing four subjects. Eligibility will be determined at the time of auditions by a progress report signed by all of the student's teachers. If a student is determined eligible at the time of auditions, that student will remain eligible until the end of that particular production.

Eligibility for participation on the speech team will be decided before each individual meet. A student who has been identified as having academic problems (determined by the most recent report card or mid-quarter progress report) must have a progress report signed by all teachers before each meet which indicates that the student is passing all subjects. Therefore, a student might be ineligible for one meet, but with academic progress be eligible for the next meet one or two weeks later.

National Honor Society (NHS):

Membership in the SAHS chapter is an honor bestowed upon a student. Selection for membership is by a faculty council during the fall semester and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Selection Criteria for Membership:

The NHS National Council establishes the national standards for all NHS chapters. Local chapters create their own by-laws which are to be consistent with and comply with the NHS national Constitution.

Skowhegan Area High School students in grades 11 and 12 are eligible for considerations for membership in the NHS.

NHS is more than just honor roll. The NHS chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These four criteria for selection form the foundation upon which the organization and its activities are built.

- **Scholarship:** Students who have a cumulative grade point average of 88 percent, as presently set by faculty council, meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership and character.
- **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others.
- **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honest and reliability, shows courtesy, concern and respect for others and generally maintains a good and clean lifestyle.

Selection procedures:

Academically eligible students are notified and invited to submit a profile to the chapter advisor(s) outlining their activities related to service, leadership, and character. A five member faculty council appointed by the principal considers each student on an individual basis in accordance with NHS criteria of scholarship, service, leadership and character. Additional supporting information from teachers who work with the candidates is also solicited and considered. After deliberation, the faculty council votes on each individual student candidate. Students are selected when in the opinion of a majority (3-2) of the faculty council, their level of performance and accomplishment in the criteria areas is outstanding. The faculty council meets only for the purpose of selection, disciplinary action or dismissal of NHS members.

Membership in NHS:

Once selected by the faculty council, a student is awarded membership in the local chapter at a special induction ceremony. Following the official induction ceremony, selected students become members of the NHS and assume certain obligations. The chapter conducts service projects for the school or community, and promotes the development of individual service projects for members.

Selection procedure used is covered under Article IX in the National Honor Society Constitution and the section on selection in the National Honor Society Handbook.

**SKOWHEGAN AREA HIGH SCHOOL
PHILOSOPHY
ATHLETIC CODE AND CONTRACT**

Philosophy:

The Athletic Department is dedicated to interscholastic athletics as a vital component of a Skowhegan Area High School education. Athletics will be a positive learning experience for our student athletes if they can recognize that they may achieve their highest personal and athletic potential only by embracing a lifestyle dedicated to personal excellence, determination, integrity and self-discipline. In addition, selection to a team is both an honor and a privilege, and as such, carries responsibilities commensurate with leadership roles. As leaders, and as very visible representatives of Skowhegan Area High School and its teams, athletes have the obligation to represent themselves in an exemplary manner. We would have our athletes recognized for the good that they accomplish and made aware of the results of their actions that would be detrimental to themselves or those they represent. All athletes must realize that the decisions they make and the consequences, which result, are part of the learning of responsibility. Dishonesty, unsportsmanlike behavior, use of controlled substances, or conduct unbecoming a student-athlete cannot and will not be tolerated in any Skowhegan Area High School athlete. This written policy will be administered fairly but strictly.

SECTION I

SPECIAL GUIDELINES FOR STUDENT ATHLETES

A. Members of a team recognize that they have the following responsibilities:

1. They are official representatives of Skowhegan Area High School.
2. They represent their families, their friends, and the district.
3. They are expected to be leaders in promoting good school citizenship.
4. Their actions in and out of school build student respect and contribute to school spirit. This responsibility expressly states that proper respect will be given to the administration, teachers, coaches, officials, fellow athletes and the student body. Evidence to the contrary will result in disciplinary action.

The following steps will be taken in disciplinary referrals:

1. Students and other parties involved will be interviewed by the Athletic Director.
2. AD will conference with the Principal.
3. Parents, athlete, & other involved parties who may be interviewed will be notified of suspected infractions of the athletic code.
4. After consulting with all necessary parties and gathering all relevant facts and information, the Athletic Director will notify the athlete of the final decision.
5. Parents will be notified of the final decision.
6. Decisions may be appealed to the Principal.

B. ATTENDANCE:

In order to participate in a contest or a practice, athletes must be in attendance at school for the **entire** day (or the last day preceding the contest or practice if it is scheduled on a non-school day). Being in attendance is defined as being **present and appropriately participating in all assigned classes and study halls**. A doctor's/dentist appointment, funeral, family emergency, or other emergency situations would be exempt from this provision **if okayed by the Athletic Director**. Athletes who are habitually tardy during the season may be subject to further disciplinary action.

C. PRACTICE ATTENDANCE:

Athletes must notify the coach prior to practice if lateness or absence is anticipated for a practice session. Academic assistance from a teacher is an acceptable reason for being late to practice. Athletes who miss practice the day before a contest shall not compete in the contest unless excused by the coach. Coaches may excuse athletes from practice with specific requests.

D. EQUIPMENT:

Athletes will be issued the best possible equipment. Each athlete will assume responsibility for this equipment and will be assessed for any lost, not returned or damaged items. Equipment issued shall be worn only when participating in any athletic contest, practice, or when authorized by a coach. No equipment shall be taken without the consent of the coach or Athletic Director. Athletes who owe money or equipment from a previous sport may not try out for a new sport until the equipment is paid for or returned.

E. CHANGING SPORTS:

An athlete may be allowed to change from one sport to another by mutual consent of the coaches involved. The Athletic Director will administer special cases.

F. TRANSPORTATION:

All athletes are required to travel to and from all away contests or practices with the team in the school provided transportation. The following is a list of exceptions to this provision:

1. Permission to return home with parents after an away contest may be granted provided that the parents present a note to the coach after the contest.
2. Permission to return home with **adults** other than the student's parents may be granted if a note from the student's parents is pre-approved by the athletic director & given to the coach, and provided that the adult(s) responsible for taking the student home speaks to the coach after the contest.
3. Further exceptions may be made in emergency cases with the approval of both the parents and school administration.

G. DRESS:

For all school sponsored trips, athletes should wear appropriate clothing as designated by the coach.

H. LANGUAGE:

Vulgar language used by student-athletes, team personnel, or coaches will not be tolerated and is just cause for disciplinary action.

I. SCHOOL SUSPENSION:

Athletes suspended from school will not be allowed to practice or participate in contests while on suspension and may be subject to further disciplinary action by the athletic department.

J. CONDUCT:

Since we expect good role modeling of our athletes, any conduct unbecoming a student-athlete including any illegal activity may be subject to disciplinary action.

K. TIMELINE:

These rules will be in effect from the day of the sport's first team meeting until after the awards banquet. This policy will continue to be in effect between seasons for athletes participating in two or more consecutive sports.

L. CURFEWS:

Curfews established in writing and given to the athletes with consequences will be left to the discretion of individual coaches.

M. ADDITIONAL RULES:

All team members will abide by any additional training regulations as set forth by the coach. Each athlete will be given a written copy of these rules.

SECTION II

SUBSTANCE ABUSE

The RSU/MSAD 54 School District realizes the value of athletic participation as a positive alternative to substance use. It is, therefore, the policy of the District that students participating in all athletic teams sign and abide by rules, which prohibit violations of the Board's substance abuse policy (see sections I and II of the Student Substance Abuse Policy) at any time or place during the season*.

*The season is defined as that period of time from the first team meeting/practice to the last banquet when awards are presented.

A. Students may not possess, use, be under the influence of, buy, or furnish to others the following substances: alcohol, tobacco (all forms), prohibited substances, look-a-like drugs, and prescription drugs.

B. Violation of rule A during the student's high school career shall result in the following consequences:

First Offense

1. Meet with the assigned administrator(s) and student to verify incident.
2. Inform parent or guardian of the incident.
3. Suspend student from athletics for 20% of the season.
 - During the administrative suspension, no participation in all practices, contests, and team functions.
 - The 20% suspension will be defined as 20% of Maine Principals' Association (MPA) countable games. Students will not be allowed to participate in pre-season scrimmages or other MPA non-countable games such as holiday tournaments. After returning from any out of school suspension, athletes will be required to practice and travel with the team during this suspension, but shall be out of uniform. This suspension will begin immediately after the ineligibility is determined.

4. Require the student to participate in an approved diversion program. Failure to comply with the required diversion program will result in further suspension from all athletics and co-curricular activities until successful completion of the program. The student cannot earn a symbolic award in the season for which the suspension occurs.
5. The season ending banquet will be considered a countable event for serving the 20% suspension.
6. If all conditions are satisfactorily met, the student may return to his/her athletic participation on the day following the suspension.
7. If the suspension occurs at the end of the season, the student will need to fulfill the above requirements before being allowed to participate in another athletic and/or co-curricular season. However, a student will be allowed to tryout for the next activity.

Second Offense (This is cumulative throughout the high school career)

1. Meet with the assigned administrator(s) and student to verify incident.
2. Inform parent or guardian of the incident.
3. Suspend student from athletics for 20% of the season.
 - During the administrative suspension, no participation in all practices, contests, and team functions.
 - The 20% suspension will be defined as 20% of Maine Principals' Association (MPA) countable games. Students will not be allowed to participate in pre-season scrimmages or other MPA non-countable games such as holiday tournaments. After returning from any out of school suspension, athletes will be required to practice and travel with the team during this suspension but shall be out of uniform. This suspension will begin immediately after the ineligibility is determined.
4. It will be the responsibility of the student and his or her parent(s) and/or legal guardian(s) to obtain an evaluation from a licensed substance abuse counselor. Based upon the counselor's recommendation, the student may be able to return to his/her athletic participation. The student will be suspended from all athletic and/or co-curricular activities for one calendar year from the date of offense unless the student and parent(s) and/or legal guardian(s) agree to an evaluation from a licensed substance abuse counselor.
5. The student cannot earn a symbolic award in the season for which the suspension occurs.
6. The season ending banquet will be considered a countable event for serving the 20% suspension.
7. If the suspension occurs at the end of the season, the student will need to fulfill the above requirements before being allowed to participate in another athletic and/or co-curricular season. However, a student will be allowed to tryout for the next activity.

Third Offense

1. Meet with the assigned administrator(s) and student to verify incident.
2. Inform parent or guardian of the incident.
3. Suspend student from athletics and co-curricular activities for one calendar year from the date of offense.
4. It will be the responsibility of the student and parent(s) and/or his or her legal guardian(s) to obtain an evaluation from a licensed substance abuse counselor. Based upon the counselor's recommendation, the student may be able to return to his/her athletic or co-curricular participation after serving the year long suspension.

SECTION III
GENERAL RULES

A. PHYSICAL:

Students who are candidates for interscholastic sports teams must have a physical examination by a licensed physician and proof of medical insurance prior to the tryouts of the sport.

1. If athletes obtain physicals by their own physician, a dated statement of health **must** be forwarded to the nurse or AD at the school to be included in the school health record. All physicals are good for two years only.
2. All new students to the district will be expected to obtain a current physical exam before being allowed to participate in sports at the high school.

B. INJURY AND ILLNESS:

1. A report of physical findings and recommendations will be written and signed by the licensed physician. The school nurse will be responsible for notifying trainer and coaches of any recommendations. All physicals will be filed in the school health record. All physicals presented to coaches must be turned in to the athletic director or school nurse by the next day.
2. Each athlete needs to report injuries to their coach and/or trainer. Accident reports need to be completed and given to the athletic director by the next day.
3. Any athlete with an illness or injury requiring care by a medical facility or physician, needs to present a completed and signed RETURN TO PARTICIPATION FORM to the coach or athletic director. These forms need to be forwarded to the school nurse immediately to be filed in the school health file.
4. Each year student athletes and their parents/guardians will be required to complete a health questionnaire form to be filed in the student health record.

C. INSURANCE:

Students who are candidates for inter-scholastic sports teams must provide proof of medical insurance prior to the tryouts of the sport. RSU 54/MSAD 54 does not carry comprehensive student accident insurance. Students and parents must know that any student coverage purchased from any insurance plan suggested by the District is not intended to act as a primary health insurance policy for student athletes. Parents are advised to study the limits of any such policy to determine whether or not this insurance provides adequate protection in case of injury.

D. Concussions:

Annually and/or prior to the beginning of each sports season, students and parents of students who will be participating in school-sponsored athletic activities will be provided information regarding

- A. The risk of concussion and other head injuries and the dangers associated with continuing to participate when a concussion or other head injury is suspected;
- B. The signs and symptoms of concussion and other head injuries; and

C. The school unit's protocols for 1) removal from the activity when a student is suspected of having sustained a concussion or other head injury, 2) evaluation, and 3) return to participation in the activity ("return to play").

E. ELIGIBILITY:

1. Students are eligible for eight consecutive semesters after enrolling in high school as freshmen.
2. Students become ineligible on their twentieth birthday or upon graduation from high school.
3. Students must be regularly enrolled in a minimum of five credits, they must be passing a minimum of five courses (or 5 credits if vocational), and they must be passing all core courses required for graduation at the end of the applicable ranking period (quarter grade) in order to be eligible for competition during the following ranking period (required core courses total 16 credits and are the following: English – 4.0 credits, Social Studies (Geography, US History, US Government) – 4.0 credits, Math – 3.0 credits, Science – 3.0 credits, Physical Education – 1.0 credit, Health – 0.5 credit, Fine Arts – 1.0 credit, Computer Literacy – 0.5 credit. Pass/fail courses such as Computer Aide, Physical Ed. Aide, Independent Study, Study Skills, etc. do not count towards filling this requirement.

FALL: 4th quarter grades determine athlete eligibility for the start of the fall season. 1st quarter grades determine athlete eligibility for the remainder of the fall season after these grades have been issued.

WINTER: 1st quarter grades determine athlete eligibility for the start of the winter season. 2nd quarter grades determine athlete eligibility for the remainder of the winter season after these grades have been issued.

SPRING: 2nd quarter grades determine athlete eligibility for only those pre-season and regular season games played prior to checking 3rd quarter grades. An athlete who has been ineligible during this time will become eligible immediately upon successful review of the 3rd quarter grades. 3rd quarter grades determine an athlete's eligibility for the remainder of the spring season. 4th quarter grades for seniors only determine athlete eligibility for the remainder of the spring season after those grades have been issued.

F. INELIGIBLE ATHLETES:

Ineligible athletes are allowed to practice, but they will miss all pre-season scrimmages and the first 20% of regular season contests after the ineligibility is determined. The following is a breakdown of 20% of contests for all SAHS sports:

FALL SPORTS

Football – 2 games; Soccer – 3 games; Field Hockey – 3 games; Cross-Country – 1 meet; Golf – 3 matches; Cheering 2 football games

WINTER SPORTS

Cheering (winter) – 4 basketball games & 1 competition; Basketball – 4 games; Alpine Skiing – 3 meets; Nordic Skiing – 2 meets; Indoor Track – 1 meet; Wrestling – 3 meets; Swim – 3 meets; Ice Hockey – 4 games

SPRING SPORTS

Softball – 4 games; Baseball – 4 games; Tennis – 3 matches; Track – 2 meets.

G. TO REGAIN ELIGIBILITY THE STUDENT-ATHLETE MUST:

1. Go through the monitoring process

- a. The Athletic Director will assign the student a monitor
- b. The student will meet with the monitor twice per week
- c. The student will give a completed progress report each Friday to the monitor
- d. At the end of the ineligibility period, the AD, the monitor, the coach, and the student-athlete will meet.

2. Be passing a minimum of 5 courses (or 5 credits if vocational) and must be passing all core courses required for graduation.

H. CONTINUOUSLY INELIGIBLE ATHLETES:

Athletes who are not eligible at the end of the first time period are ineligible for another 20% of contests. Athletes who are not eligible at the end of the second time period will be dismissed from the team.