

**The purpose of this handbook is to acquaint students and their parents with the basic protocols and expectations for students at OTHS. While this handbook addresses many situations commonly encountered in our school, it can by no means predict them all and will serve as a general guide. It is updated annually but is continually subject to change as we address new situations that arise. We hope that you will find this guide useful as you become better accustomed to the operation of OTHS and the many opportunities we have to offer. If you have any questions please feel free to contact the main office at any time (207-827-3910).**

**Scott Gordon, Principal**

**Brett Hoogterp, Assistant Principal**

**Greg Thibodeau, Athletic Director**

Old Town High School  
2009-2010  
Documentation Form

I have read and understand the 2009-2010 Old Town High School student handbook. I recognize that by signing this, though I may not necessarily agree with the policies and guidelines contained in it, I acknowledge that I have been given the opportunity to ask questions and seek clarification of its contents.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

This page must be signed, removed from this book and returned to the main office by September 14, 2009.

# 2009 – 2010 RSU #34 SCHOOL CALENDAR

## H - SCHOOL HOLIDAYS

September 7	-	Labor Day
October 12	-	Columbus Day
November 11	-	Veterans Day Observed
November 26	-	Thanksgiving Day
December 25	-	Christmas Day
January 1	-	New Year's Day
January 18	-	Martin Luther King, Jr. Day
February 15	-	Presidents' Day
April 19	-	Patriots' Day
May 31	-	Memorial Day

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August 31	-	First Day – Staff
September 1	-	First Day – K-9 Students
September 2	-	First Day - 10-12 Students
*June 11	-	Last Student Day*
June 11, 2010	-	OTHS Graduation

**V – Vacation Days – No School**  
**T – Teacher Only Days – No Students**

**\*Days missed due to inclement weather will  
be made up at the end of the school year.**

### **Mission Statement**

The school community has high expectations for individuals and provides an environment and the necessary resources to promote collaborative and reflective learning supported by the school theme of perseverance, respect, individuality, dignity, and excellence.

### **Philosophy and Objectives**

The school unit will provide an educational environment designed to encourage each student to acquire the necessary skills and perspectives needed for a meaningful life and career. All schools will strive to encourage students to form desirable habits that are necessary for them to become responsible, informed citizens. In general, we aim to have students develop attitudes and practices necessary for satisfying, worthwhile lives. We believe that all children must be provided equal but not identical opportunities to allow them to achieve at levels commensurate with their abilities. We believe that all students must learn in an environment which allows them to develop positive attitudes toward themselves and genuine respect for others.

A rigorous core curriculum designed to achieve specific learning outcomes will be provided. It will be planned with the goal of creating and maintaining standards which will furnish students with the skills necessary for success in a global society while giving them a broad educational foundation compatible with their interests, aptitudes and aims. The curriculum and graduation requirements will be regularly evaluated to ensure their continued appropriateness.

In order to achieve our goals and to implement this philosophy, we believe that all schools must secure the involvement of the community, students, staff, parents and citizens. Educational responsibility must be shared with important community institutions. We strongly believe that our school system's success depends on good rapport and cooperation with our communities and its institutions.

### **Philosophy and Purpose of Education**

The purpose of public education is to provide all students with a series of disciplined learning experiences that will challenge them to mature and aspire to contribute to society and to experience lives that are personally meaningful in our culture. To achieve this goal, schools depend upon channels of communication. All educators and citizens should be informed and exchange ideas relating to mutual needs of community and school.

Our schools have the responsibility to recognize each student as an individual and to assist in each student's social, emotional, intellectual, physical, and cultural growth to the best of that student's ability. Each pupil should be challenged to exert some genuine effort in the acquisition of desirable skills and concepts. A significant part of this responsibility must be shared by and with the home. Indeed, our schools should provide a fundamental foundation in democratic principles by encouraging students to pursue special interest areas and by encouraging students to develop an appreciation of one's worth and respect for others. Support by the community and the local school authority is

a major condition for sound program development in our school system. Imagination, industry, initiative and expertise of the professional staff are also essential factors in implementing this development.

### **Goals**

- To provide a curriculum that, through the use of writing, speaking, listening, reading, problem solving, research, and interpretation, will promote both critical and creative thinking.
- To offer a curriculum that meets the scholastic needs of all students.
- To offer a curriculum that will meet the practical needs of the students by providing them with the skills needed for career choice, health and well-being, and life.
- To present opportunities within the curriculum that helps students to understand the role of the United States as it relates to cultures other than their own.
- To recognize our rapidly changing technological society and to review and, if necessary, adjust all school programs in an effort to address those changes.
- To encourage the implementation of various teaching methods designed to accommodate a variety of learning styles and to reevaluate and update those methods and objectives to meet the needs of the student.
- To explore an integrated approach to teaching and learning through interdisciplinary cooperation using the Learning Results as a model.
- To raise the awareness of the importance of the relationship between aspirations and achievement and actively seek involvement in the community for raising student aspirations.
- To encourage in students an appreciating of and sensitivity to the fine arts.
- To foster in students an understanding of their civic responsibility and a respect for individual rights.
- To encourage interest in positive leisure activities.
- To foster on-going communications with feeder school systems, post-secondary institutions, and potential employers to discuss curriculum and expectations.
- To offer an extra-curricular and co-curricular program designed to complement and enhance the school's philosophy.
- To nurture a mutual feeling of respect among students, parents, faculty, school staff, administration, and community.
- To foster an awareness and understanding of cultural, social, and economic problems that create barriers to learning.
- To provide a clean, safe, and pleasant atmosphere conducive to work and learning.
- To motivate students to become life-long learners.

### **Accreditation Statement**

Old Town High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally-recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

COMMISSION OF PUBLIC SCHOOLS  
NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES  
209 BURLINGTON ROAD, BEDFORD, MA 01730-1433  
(617) 271-0022

## SCHOOL INFORMATION

### 2009-2010 bell schedule

<b>Block 1</b>	<b>8:00–9:18</b>	(78 Minutes)
Passing	9:18-9:23	
<b>Block 2</b>	<b>9:23-10:41</b>	(78 Minutes)
Passing	10:41-10:46	
<b>Block 3</b>	<b>10:46-12:24</b>	(78 Minutes + 20 Minute Lunch)
A Lunch	10:46-11:06	
B Lunch	11:12-11:32	Release bell 11:10
C Lunch	11:38-11:58	Release bell 11:36
D Lunch	12:04-12:24	Release bell 12:02
Passing	12:24-12:29	
<b>Block 4</b>	<b>12:29-1:47</b>	(78 Minutes)
Passing	1:47-1:52	
<b>ATS</b>	<b>1:52-2:22</b>	(30 Minutes)

## ATTENDANCE PROCEDURE

### The Philosophy

Attendance is a critical component of academic success. It is a student's responsibility to attend school every day and to attend all assigned classes. Time spent in a classroom with fellow students and teachers is fundamental and necessary for learning. Students attending on a regular basis benefit through maximum contact time with teachers, teacher preparation, timely review of homework, more immediate feedback on tests and quizzes, tests taken on a timely basis, and the ability to participate in class. Old Town High School strongly encourages parents to emphasize the importance of attending school on a daily basis.

State law clearly defines what constitutes an excusable absence. In accordance with Maine law, Old Town High School accepts only the following reasons for an excused absence from school:

1. Personal illness.
2. An appointment with a health professional that must be made during the regular school day.
3. Observance of a recognized religious holiday when the observance is required during the regular school day.
4. A family emergency.
5. A planned absence for personal, legal, or educational purpose that has the prior approval of the school.

## **The Policy**

1. Students will not exceed a total of 5 unexcused absences from each class per semester. Upon the 6<sup>th</sup> unexcused absence, students will lose ½ credit in that course and will not be permitted to drop the course. In the case of UTC, students will not exceed a total of 10 unexcused absences. On the 11<sup>th</sup> unexcused absence, students will lose 1½ credits.
2. Parents will be notified after the 3<sup>rd</sup> unexcused absence each semester.
3. Upon the 6<sup>th</sup> unexcused absence, a letter will be sent to parents notifying them of the loss of credit for the semester.
4. The loss of credit can be appealed before the attendance committee. This must be done within 10 school days.

## **Procedure for Absences from School**

1. Any student who has been absent should report to the main office their first day back to school. Absences will be excused if a note is received within five (5) school days. The note must include the reason for the absence. Failure to bring in a note within five (5) school days will result in an unexcused absence. **Late notes will not be accepted.**
2. If the student has a signed written note from a parent/guardian explaining the absence within five (5) school days:
  - a. The absence must be marked “excused,” and the student will be allowed to make up all work assigned or missed in class on the day(s) absent. Any assignment due on the day of the absence must be passed in on the 1<sup>st</sup> day back to class.
  - b. Beginning with the first day he/she returns to school, the student will have five (5) consecutive school days to complete make-up work due to the absence. It is understood that allowances will be made for extended absences.
3. Unexcused absences will result in a zero (0) grade for work missed on that date and any work due on that date.

## **Non-Illness Absences**

1. If a student knows she/he will be absent for either family or school-related events, the student must obtain a non-illness absence form from the main office and have it signed by all her/his teachers and returned to the main office **prior to the absence.**
2. In the event of a school-related activity, all assignments that are due the day(s) of the activity, as well as any work assigned in a class when a student is participating

in that activity, are due the next class period. Any work assigned in a class when a student is participating in an activity held at school on the date of the missed class is due the next class period.

3. As long as prior approval has been obtained through the appropriate form, available in the main office, non-school related absences will be treated as a regular excused absence. Excused absences resulting from a non-school related excused absence will be treated as a regular excused absence and all missed work must be made up according the 5-day rule. (*See Procedure for Absences from School 2b*)

### **School-Wide Procedures for Tardies to School**

1. Four unexcused tardies to school, to class, or to study hall in any one semester will result in a Friday detention. Failure to stay for the Friday detention will result in suspension. If a student arrives late for school, a tardy slip must be obtained in the office and be presented to the classroom teacher. Teachers will notify the office after the 4<sup>th</sup> unexcused tardy to their class or study hall.
2. Students with modified schedules must sign in at the main office upon entering and sign out upon leaving the school building. Failure to comply will result in a review and possible suspension of the student's modified schedule privilege.

### **Activities, School Supervised**

All school sponsored activities, including those scheduled beyond traditional school hours, whether located on Old Town High School property, another school, or another non-school location, are governed by the same rules and expectations that apply within Old Town High School. Any student who does not wish to comply with the standards as set by the school may be dismissed from further activity at or in extracurricular activities. Failure to fully meet their responsibilities in terms of cooperation, behavior, and conduct will result in serious disciplinary action upon return to Old Town High School.

*See Extra-Curricular Activities Section, page 31*

### **Before School Procedures**

The building will be officially open to students each morning at 7:00 a.m. Upon arrival at school by bus or private vehicle all students must enter the building. Leaving school grounds or remaining in vehicles is prohibited. Once the 7:55 a.m. bell rings, students should go to their lockers to obtain books for their morning classes and then report to their respective class areas. At 8:00 a.m., all students should be in their proper classroom, fully prepared for that class.

### **Bomb Threat Policy**

The School Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a

bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly.

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy. It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools.

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, or other employee in a position of authority. A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat or a student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device will be subject to the same disciplinary consequences as the person directly responsible.

Such behavior violates Board policy and is a violation of civil and criminal law. It will be dealt with rigorously and consequences may include criminal charges and expulsion.

**Cafeteria and Lunch Periods**

All students are responsible for cleaning up after themselves and being courteous to and responsive to the requests of lunch monitors. Trays should not leave the cafeteria.

**Care of Building and School Property**

Students should take pride in the school and its facilities and do their part to try to keep it looking neat and clean at all times. Students who intentionally destroy or vandalize school property will be held financially responsible for cleanup, repairs, or replacement. Anyone who wishes to report acts of vandalism can do so to any staff member in a confidential manner.

Any books or equipment lost or damaged by a student will be paid for by the student before any credits for the year are recorded.

The schedule for payment will be:

New.....full Price

Good..... 60% of full price

Fair..... 40% of full price

Poor..... 20% of full price

### **Cell Phones**

The use of cell phones by students from 8 a.m. to 2:22 p.m. is inconsistent with the educational goals of OTHS and can be distracting for staff and other students. Students are not to make outgoing calls, send or check messages, or receive incoming calls while in school. Cell phones shall not be heard, be worn, or at any time be visible while in school. All classrooms have a paging system and in case of family emergency, parents may reach students by calling the main office staff and having the student paged in class.

Students who cannot abide by these basic expectations will have their phone taken away from them by a faculty member who observed the infraction; it will be kept in the main office until the end of the school day.

1<sup>st</sup> offense will be loss of the phone for the day

2<sup>nd</sup> offense is an office detention

3<sup>rd</sup> and subsequent offenses parents must pick up the phone at the end of the day.

Students who refuse to give up their phone will be suspended for 2 days.

### **Cheating and Plagiarism**

Any student found to be cheating or plagiarizing shall be given a zero in place of work and the matter will be reported to the main office and to parents. Students should be aware that cheating could severely affect their reputation and subsequently their selection for many school awards and honors.

### **Communication with Teachers**

Parents are encouraged to take an active role in their child's education and are encouraged to initiate dialogue with teachers via phone or e-mail. Immediate replies may not be possible due to teachers' class/meeting schedules and professional development obligations outside of the building.

### **Conduct**

1. Students are not permitted in the building after 3:00 p.m. or weekends unless under the **direct** supervision of a faculty member.
2. Students must not open windows or adjust shades without the permission of the teacher in charge of the room.
3. Students must not move desks or furniture without permission.
4. Throwing snow is not allowed anywhere on school grounds.
5. There should not be any running, pushing, or general horseplay at any time in the building.

### **Conduct on Buses**

Students are to conduct themselves in a proper manner going to and from school. Conduct on school buses is under the direct supervision of the driver and any student causing a problem may lose the privilege of having bus transportation.

### **Detentions, Classroom, Office**

Teacher assigned detentions will be held in the classroom of the teacher involved for a length of time set by the teacher. Failure to stay will result in a one-hour office detention which will be on Tuesdays and Thursdays.

Office detentions will be held in a designated classroom on Fridays of each week for a period of two hours. Students must be in the room and seated by 2:30 p.m. No students will be allowed into the detention hall after 2:30 p.m. and will be considered to have “cut” their detention and will be subject to further disciplinary action.

### **General Expectations for Detentions**

1. Students must bring study material to detention and be actively involved in study for the entire detention period. Students must be doing homework, reading, writing, or drawing something productive during detention hall. Sleeping is not permitted.
2. Students are to be seated where the assigned supervising teacher has designated.
3. No coats, hats, outerwear, food, or drink is allowed in detention.
4. Electronic devices are not permitted in detention hall.
5. Students will have the option of a 24-hour notice. Beyond this period, students must make transportation and other arrangements, and attend detention nightly until all detention is completed.
6. Students who fail to abide by the established expectations for detention halls will be removed immediately and will face further consequences.

### **Dismissals**

Pupils will not be permitted to leave the school before the end of the day except for illness or upon written or personal request of parent or guardian. Parent/guardian permission must be obtained prior to a student being dismissed by the school. The main entrance of the school should be used by dismissed students. In the interest of the safety of students, school officials may call parents to verify the authenticity of dismissals.

### **Displays of Affection**

Hugging, kissing, and other displays of affection are inappropriate behaviors in school. Students are expected to act appropriately during school and school related activities. Failure to comply will result in disciplinary action.

### **Diversity**

We believe that diversity of thought and being is essential to the strength and richness of our society. The Old Town School system will provide all staff and students with the opportunity to pursue their academic and social endeavors in an environment free from verbal and physical intimidation. We stand firm in the belief that each individual must be accorded the respect and fair treatment deserved by all members of the human community.

### **Objectives**

Students and staff shall demonstrate a responsibility to the above philosophy by displaying on a daily basis:

1. A personal integrity and honesty rooted in respect for the truth, intellectual curiosity, and love for learning.
2. A sense of duty to self, family, school, and community.
3. Self-esteem rooted in the recognition of one's potential.
4. A respect for the rights of all persons regardless of their race, religion, ancestry or national origin, gender, sexual preference, age, physical condition, marital status, or mental state.
5. A recognition of the rights of others to hold and express differing views, combined with the capacity to make discriminating judgments among competing opinions.
6. A commitment to the principles of justice and fair play.
7. An ability to deal with differing views by focusing on the views and not the person.
8. A disposition of understanding, sympathy, concern, and compassion for others.
9. A commitment to not engage in any verbal discourse that would project a negative stereotype about others whether in their presence or not.
10. A willingness to take full responsibility for one's own actions and encourage others to do the same.

**It is the policy of the Old Town School Department to ensure equal employment/ educational opportunities/affirmative action regardless of race, sex, color, national origin, marital status, religion, age, or disability in accordance with all federal and state legislation. Old Town will fully comply with section 504 of the Rehabilitation Act of 1973, Title IX, and the Americans with Disabilities Act of 1990 and intends not to discriminate on the basis of disability in any of its employment practices or educational programs.**

**Inquiries may be made or grievance initiated by contacting either Barbara Gunn or Scott Gordon, Co-Affirmative Action Officers. Barbara Gunn can be contacted at Old Town Regional Program, 21 Jefferson Street, Old Town, Maine 04468 . Scott Gordon can be contacted at Old Town High School, 203 Stillwater Ave, Old Town, Maine 04468.**

It is the policy of our school district that all our employees and students should be able to enjoy a work and learning environment free from all forms of discrimination, including sexual harassment. It is expressly against school board policy for any employee or students to make unwelcome sexual advancements or requests for sexual favors, or to engage in any other physical or verbal conduct of a sexual nature when (1) submission to such conduct is made an express or implicit condition of employment or educational benefit; of (2) submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting the individuals who submits or rejects; or (3) such conduct has the purpose or effect of interfering with an employee's or students' work performance or creates an intimidating, hostile, or offensive working or educational environment. Conduct that is harassing to other employees or students will not be tolerated. Such conduct, whether committed by supervisors, non-supervisory personnel, non-employees, or students is prohibited. An employee or student who believes that he or

she has been or is being subjected to harassing acts or conduct should bring such acts or conduct to the prompt attention of his/her principal, supervisor, Superintendent of Schools, or the Affirmative Action Officer who will follow the Affirmative Action process.

The Office for Civil Rights of the U.S. Department of Education is located in Boston. Their address is

U.S. Department of Education  
Office of Civil Rights  
33 Arch Street, Suite 900  
Boston, MA 02110-1491

### **Dress Code**

The Old Town School Board recognizes that the responsibility for the dress and appearance of students rests primarily with individual students and their parent(s) and guardian(s). The Board will not interfere with this responsibility unless the personal choices of students create a disruptive influence on the school program, cause a serious distraction to the learning environment, or affect the health and safety of student(s). It is also expected that clothes meet a reasonable standard of cleanliness. Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. Building administrators shall have discretion on appropriate apparel based on the action of the student. In keeping with the goal of the school to provide a safe, healthy, and non-discriminatory environment, the following restrictions on dress will be enforced on school grounds, at school functions, or on school sponsored transportation:

- A. Articles of clothing that promote the use of tobacco, alcohol, or other illegal activity may not be worn.
- B. Articles of clothing with displays that are sexual, vulgar, lewd, indecent, or include insulting words or gestures are not permitted.
- C. Articles of clothing with displays that are racially inflammatory or violate the school Board's discrimination or harassment policies are not permitted.
- D. Accessories that could pose a safety hazard to others or themselves or that could be used in a destructive manner are not allowed. This includes but is not limited to heavy chains, chokers, spiked or studded jewelry. Sunglasses are not to be worn in school unless prescribed by a physician.
- E. Gang-related apparel, including insignias, colors, mottos, or symbols, is considered inappropriate for school attire and is prohibited.
- F. Clothing worn in such a manner as to reveal underwear or bare skin between the upper chest and mid thigh is not permitted. Clothing not permitted would include, but not be limited to, one-shoulder shirts, low-cut tops, spaghetti straps, halters, midriff tops, very short skirts, and muscle shirts.
- G. Tattoos that violate any of the provisions of the student dress code must be covered at all times in school and at school sponsored activities.
- H. Students must wear shoes (sneakers, sandals, etc.) at all times.

The school Board may require special clothing for health and safety reasons for students participating in special academic activities – including science laboratories, physical education, and certain extra curricular activities.

Administrative Procedure for students in violation of this policy:

- A. Students, staff, and visitors are expected to comply with dress code expectations. If a student does not meet dress code guidelines, they will not be permitted in class until appropriate clothing is secured and/or all body parts are covered.
- B. Repeated violations of the dress code will result in further disciplinary action, i.e. detention, suspension.

**Electronic Devices** (i.e. pagers, cell phones, blackberries, lasers, CD players, iPods, DVD players)

Electronic devices are not allowed to be in operation from 8 a.m. to 2:22 p.m. Failure to comply will result in confiscation of those items. Items will be returned at administrator's discretion. Continued failure to comply will result in disciplinary action.

**Lasers are not permitted at school.**

**Final Exams & Mid-Terms**

Mid-Terms and final examinations are held at the discretion of the individual instructor during regularly scheduled class time. Each exam will weigh 10% of the semester grade.

**Fire Drills**

1. The fire alarm is a continual blast of a horn and flashing lights.
2. Fire exit directions are posted at the front of each room.
3. At the sound of the fire alarm, all students are to immediately evacuate the building in an orderly manner via the designated exit.

**Gambling, Playing Cards**

Students are prohibited from gambling, participating in games of chance, or playing cards from 7:40 a.m. to 2:22 p.m. on school grounds.

**Hall Passes**

When classes are in session, no student is to leave a room without a hall pass. This is a basic expectation for all students and will be enforced by all staff members.

Any student who wishes to leave any room, including study hall, to see another teacher must receive a permission slip from the teacher whom they wish to see **before** they arrive at the room they wish to leave. Teachers will not give a pass to a student to see another teacher.

Students wishing to go to the Student Services Office to see a counselor or to use the reference materials must obtain a Student Services pass from one of the counselors or the Student Services secretary **before** they arrive at the room they wish to leave. A student

may be excused to go to the main office during a study hall by obtaining a pass from the teacher in charge of the study hall. The procedure on Library passes will be announced by study hall teachers.

### **Harassment**

Harassment of students because of race, color, sex, religion, ancestry or national origin, sexual orientation, or disability is prohibited. Such conduct is a violation of Board policy (ACAA) and may constitute illegal discrimination under state and federal laws.

Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in Board policy JICIA – Weapons, Violence and School Safety.

### **Hats**

Hats, bandanas, stockings, hoods or other types of head coverings are not to be worn in the building until after 2:22 p.m. unless prescribed by a physician. The removal of one's hat indicates a show of respect for Old Town High School and all members of the school community.

### **Honors Diploma**

The Old Town High School Honors Diploma was created to recognize sustained academic achievement of extraordinary distinction, and to encourage students to take full advantage of the rich offerings at Old Town High School. In order to graduate with an Honors Diploma, students must:

1. Successfully apply and interview to join the Honors Diploma Cohort
2. Maintain a 90% grade average in:
  - a. Two college-level courses (Advanced Placement courses, for example)  
\*Advanced Placement tests must be taken
  - b. An additional eight Honors or college-level courses  
\*These courses shall be taken over a minimum of seven semesters
3. Complete four years each of Math, Science, English, and Social Studies  
\*Must include three lab sciences
4. Complete the third year of a foreign language
5. Complete an approved Service-Learning Project
6. Complete a Senior Exhibition Project of superior quality
7. Participate in nine Honors Seminars  
\*For students in the class of 2008, six seminars are required

Students shall maintain an honorable academic career, free of cheating and plagiarism

### **Honor Pass Students**

Junior and Senior students who have met certain criteria determined by the main office, including maintaining a numerical average above a 92.5 with no term grades below an 85, are issued an “honor pass” by the main office.

The provisions for the use of this privilege are as follows:

1. Honor Pass students may leave any study hall area to go to any of the school's designated areas.

2. Honor Pass students are not to travel about the building needlessly, loiter in the bathroom, or abuse the privilege given to them.
3. For students who prefer a quiet study situation on certain days, they may check into the regular study halls and use any free seat available or use the library.
4. Honor pass students may sit quietly at their lockers and do work as long as nearby classes are not disturbed.
5. Students with less than 6 class periods will be ineligible for pass.

### **Honor Roll**

To achieve Highest Honors, students must carry six classes and have an average of 92.5 with no grade below an 85. To achieve High Honors, students must carry six classes and have an average of 90.5 with no grade below an 80. To achieve Honors, students must carry six classes and have an average of 84.5 with no grade below a 77.

### **Homework**

Any homework not completed on time must be made up during ATS that day with that teacher at 70% credit. Failure to do so will result in an after school detention.

### **Illness at School**

Any student who becomes ill will be allowed to come to the office to secure permission to go home or, in some cases, report to the clinic. Any student who becomes ill should report the illness immediately.

### **Inappropriate/Offensive Language**

Language that is considered vulgar or derogatory will not be tolerated at Old Town High School. Students should remember that upon entering the school, they will be held to high expectations for conduct and behavior. Foul language has no place in school or at school sponsored events, and reflects poorly on the person using it and also our school. Threatening language, directed at another student or a staff member, will be dealt with very seriously, up to and including suspension and involvement of the Old Town Police Department.

### **Insurance**

School accident insurance is available for all students at a very reasonable cost. This insures against accidents during school time, school activities, and including traveling directly to and from home. The school does not have insurance to cover accidents under these circumstances. A 24-hour coverage for the full year is also available to students. All students are strongly urged to take full advantage of this low cost insurance. Information is available in the main office.

### **Interscholastic and Co-Curricular Activities**

Old Town High School offers a wide variety of activities, from athletic opportunities to academic teams to service based clubs. We believe that such activities are an extension of the classroom and enhance the educational goals established for our students. A separate handbook for student athletes has been created which details many issues including guidelines for participation, eligibility, letter awards, and sportsmanship. All

students are encouraged to take advantage of the many opportunities for involvement that we maintain at Old Town High School.

*See Extra-Curricular Activities Section, page 31*

### **Late Arrival, Early Dismissal**

Juniors and seniors who do not have a class either period 1 or 4 are eligible for this privilege. They must have a GPA of 85 with no grade below an 80. Grades will be checked each ranking period. A student's parent/legal guardian must also approve of this privilege. Students who abuse the privilege by arriving late for period 2 or remaining in the building period 4 will lose the privilege. Students must sign-in/out in the main office. Student Services will not rearrange a student's schedule to make any student eligible for this privilege.

### **Library**

1. Students who wish to spend a period in the library during a study period should sign out with their study hall teacher at the beginning of the period. Students can sign out for either a full or half period. Individual passes are required for shorter visits.
2. All trips to the library should be direct – no office, locker, restroom, etc. stops.
3. The library is not a study hall. Homework not requiring the use of library material should be done in the study hall provided for that purpose.
4. The library is available to students after 7:30 a.m., during scheduled study hall, and during M Period.
5. All persons using the library should help keep the room orderly and the atmosphere quiet at all times for reading and reference work.
6. Students found removing books from the library without checking them out properly will be subject to serious disciplinary action.
7. No food, drink, or backpacks will be allowed in the library at any time.

### **Lockers**

Lockers should be kept in a neat and clean condition at all times and should be kept locked at all times with the lock provided by the school. The only student using a locker should be the one who is assigned that locker. The exterior of lockers should be kept free of posted material; students are to refrain from posting items in their lockers that are not appropriate for school or in good taste, such as drug or alcohol related material. Students will be held financially responsible for any damage done to lockers and may lose the privilege of being issued a locker. Any student found to have willfully caused damage to another individual's or school property or found to have been involved with the theft of personal or school property may be subject to a suspension of up to 10 school days. Any situation that may have a basis for legal action will also be referred to the Old Town Police Department.

### **Locker, Student, and Automobile Searches**

The law concerning students' lockers states that, "although a student may exercise exclusive control of his/her locker concerning access by fellow students, the control is not exclusive against the school and its officials." The law further states that, "the school has a right to inspect student lockers to protect the health, safety, and welfare of pupils." For those reasons, searches of lockers are conducted on a regular basis at Old Town High School. This should also be understood to mean that a student or automobile may be searched if reasonable grounds exist to maintain and protect the health, safety, and welfare of pupils.

### **Loitering on School Property**

The Old Town School Board desires to maintain a safe and orderly environment for staff, students, and property in and/or around all schools. To guarantee such an environment, the following standards have been established and will be in effect between 7:00 a.m. and 3:00 p.m. on schools days and /or during times that regularly scheduled school activities occur:

1. All visitors that enter school buildings are to report directly to the principal's office.
2. There shall be no loitering on school property.
3. There shall be no loitering in or around vehicles on school property.
4. After 3:00 p.m. students will not be in the building or on school grounds unless they are on official school business.

School administrators who feel that an individual is in violation of the spirit of this policy shall request that the person leave school property or face the possibility of criminal charges. If appropriate, this warning can be issued by the Old Town Police Dept.

### **Lost and Found**

A lost and found box is maintained by the school. Anyone finding or losing articles should report promptly to the office. All students are advised not to bring large sums of money and certainly not to leave money or other valuables in unsecured locations. The school will not be responsible for money or other valuables lost or stolen.

### **Makeup ("M") Period**

Teachers are generally available during the M period of each school day that a department, faculty, or special committee meeting does not take place. Students who wish to see a teacher during M period are strongly encouraged to make an appointment with that teacher. Students are strongly urged to take full advantage of this opportunity to obtain makeup work or receive extra assistance from teachers.

### **General Rules and Expectations for M Period**

1. The official school day for all students ends at the conclusion of M period.
2. If a student does not have a commitment nor desire for extra help from a teacher, he/she must leave the building as quickly and quietly as possible, within reason. Only students who are under the direct supervision of a teacher will be allowed to remain in the building.

3. Students are not to loiter or wander about the building during M period.
4. Teachers will be within the building during the full M Period and are available to assist students with any of their needs.
5. Working is not a valid excuse for missing a commitment during M Period, i.e. detentions, making up tests.

### **Medical Excuses from Physical Education**

Occasionally, it becomes necessary for a student to be excused from the physical aspects of physical education classes because of medical reasons. Students who need to miss more than one class per week will need a note from a medical professional excusing them from participating in P.E. activities. Written parental excuses will **not** be accepted for consecutive class days.

Students who will miss more than three consecutive class days due to illness, absence, and/or injury will be assigned a written report on a related physical education/health topic. Furthermore, any student who will miss more than 10 consecutive classes due to injury may be removed from P.E. for the remainder of the semester and/or school year, if necessary. Students who fall into this category may possibly earn partial credit for work completed up to the date of injury (as per OTHS half credit policy).

### **Medication Use**

Old Town High School discourages the administering of medications on school premises. The administration of medications, including both prescription (requiring physician/dentist order) and/ or over-the-counter (non-prescription) medications, to a student during school hours will be permitted only when failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if the medication were not made available during school hours. If medication must be given to the student during school hours, the following procedures will be followed.

#### **Parental Responsibility**

It is the responsibility of the parent/guardian to:

- Give the first dose of a new medication at home
- Request a medication permission form from the school's Main Office or the Nurse's Office, and complete the form prior to medication administration. Complete one medication permission form for each medication.
- Deliver the medication to the Main Office or the Nurse's Office at school, in its original container with the original label attached to it. Health prescribed medications must also have the pharmacy prescription label affixed to it. In the event that the above medication transportation to school is not practical, the parent must contact the school to make alternate arrangements.
- Provide no more than a 20 day (one month) supply of medication to school, excluding inhalers and epinephrine pens (Epi-pens). **EXCEPTION:** no more than a 5 day (one week) supply shall be kept at school for medications regulated by the Federal Narcotics Act .
- Complete new medication forms if there is a change in the health care provider (HCP) order.

- Inform the school nurse of changes in the student's health status and/or if the medication has been discontinued.

### **Medication Permission Form**

- The medication permission form includes the HCP order: stating the student name, medication name, dose, route, time intervals for administration, special instructions if necessary, name and signature of the health care provider.
- The medication permission form, for BOTH physician prescribed and/or over-the-counter medications that will be given for more than 15 days, must be signed by BOTH the HCP and the parent/guardian. One exception to this is Tylenol (Acetaminophen) administration (see 'below')
- Medication permission forms are valid for the current school year only.
- A new medication permission form will need to be completed by the parent and HCP if there is a change in the medication order. The label must also be the same as the new medication order.

### **Administration of Medication**

- Students requiring medication are to report to the Main Office.
- The school nurse and/or unlicensed trained personnel only will administer medications.
- Tylenol (Regular Strength) administration: A medication permission form specifically for Tylenol only must be completed prior to administration. The parent signature only is required ; the school physician has authorized Tylenol use for students. Tylenol is provided by the school.
- Inhalers and Epi-Pens may be carried by students according to Maine State Law, after demonstrating appropriate use to the school nurse. Medication permission forms must be signed.
- School does NOT provide additional epi-pens. The student must have their epi-pen for field trips, outdoor school activities/classes, and during warmer weather as windows may be open.
- Staff members may be provided with information regarding medication and its administration as it may be in the student's best interest.
- Sharing, borrowing or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

### **National Honor Society**

The National Honor Society is an organization that gives recognition to outstanding students on the basis of Scholarship, Leadership, Service and Character. It aims to develop these qualities by creating throughout the school an enthusiasm for real learning, by encouraging in the student a desire to be of wider service to the school and to the community, by causing the student to discover and to foster elements of leadership within himself, and by stimulating them to observe and practice those acts of others that develop character.

Seniors and juniors who have an average of 88 or better for their school career are eligible for membership. The selection is made by the faculty and is based on the qualities stated above.

The honor of being selected a member of this society represents one of the highest honors that an Old Town High School student can obtain and all members are expected to live up to the high standards of the group as a student and as a good citizen. Further information on the criteria for selection may be obtained from the main office.

### **No School Announcement**

School cancellations are publicized by the Bangor area television and radio stations.

### **Paper and Supplies**

Subject teachers will furnish paper for examinations and some work done during class periods. Paper for homework must be furnished by each individual student.

### **Physical Education Changing Policy:**

All P.E. students will be **required** to have a complete change of clothing for each Physical Education class. This means a change of shirt and either athletic type pants or shorts to wear that were **not** what the student wore to school that day. In addition, students must have a pair of athletic shoes to wear during class (sneakers). If a student does not meet these requirements, they may still participate in the class, provided they have the proper footwear, however, their daily participation grade will be no higher than a 75. If the student does not have sneakers, they may not participate in class and will receive a daily grade of 0.

Along with the above policy, the following consequences will apply on a quarterly basis:

- 1<sup>st</sup> Offense-Detention with the teacher for 30 minutes
- 2<sup>nd</sup> Offense-Office Detention for 1 hour and a call home to discuss the situation
- 3<sup>rd</sup> Offense-Meeting with the Assistant Principal and the teacher, and an Office Detention
- 4<sup>th</sup> Offense-Removal from Physical Education class for the remainder of the year

Each new quarter, the student starts fresh again with no penalties against them.

### **School Nurse**

The school nurse is available to assist with the well-being, health, and safety of students. The clinic hours will be posted on the nurse's clinic door. Students who become ill or injured should report to their teacher immediately. With the teacher's approval/pass, the student will report to the main office. The student may secure permission to call home for parent/guardian approval for dismissal, with verification by the main office. Or, the student may be referred to the clinic. The student is to sign in/out at the main office, prior to and after being seen by the nurse. If the student is dismissed due to illness/injury, they are to secure a dismissal note from the main office.

### **Senior trip**

Students planning to attend the senior trip must be eligible to graduate with their class on June 11th, must not have any outstanding incompletes or failing grades for the 4<sup>th</sup> quarter, and must not have been suspended during the 2009-2010 school year.

### **Solicitation**

Solicitation of any kind cannot be made by any class, club, or student without the approval of the office. A request for solicitation must be made in writing to the principal. Any materials posted without permission will be removed immediately.

### **Student Parking Regulations**

Driving a vehicle to school is a convenience for students and parents alike, however, it is a privilege. As such, drivers should be very aware of the following expectations so that they may continue to enjoy this privilege.

1. Vehicles are to be parked only in the assigned areas in designated parking spaces. Under no circumstances are students to park vehicles around the “circle drive”, behind the school, on grass or dirt areas, or in the faculty lot.
2. Seniors may park in the designated “senior parking lot”; all others must park in the lower parking lot.
3. Students parking in restricted areas or not registering a car will receive detention.
4. Students are not to remain in parked cars in the school yard and are not to be around the parking area nor enter any cars from the time they arrive at school until they have been dismissed from school at the close of the school day. Cars are off-limits during lunch. Anyone who needs to enter a vehicle during school hours needs to obtain permission from the office.
5. Anyone speeding or driving a vehicle on the school grounds in a dangerous or irresponsible fashion shall be restricted from driving on the grounds for an extended period.
6. Students will not take cars to the UTC area unless special permission is granted by the UTC teacher and the main office at OTHS.
7. Students leaving school property in their vehicle will lose driving privileges for a period of time.
8. Registration of your car must be completed in the Main Office by the end of the first day you bring your car to school - you will then be issued an OTHS Parking Tag. You will keep this same tag until you graduate from OTHS. Should you lose your parking tag, another one will be issued free of charge. After this if you need a third tag, you will be charged a \$2.00 fee.

Failure to comply with registration and to park in areas designated for students will result in disciplinary action up to and including loss of driving privileges.

### **Study Hall Rules and Expectations**

A study hall is an area for students to work on school work in a quiet atmosphere for educational purposes.

In line with the above premise, the following rules and regulations are necessary to insure the proper atmosphere.

1. Students are to arrive at the study hall on time, with all necessary study materials. Upon the student’s fourth tardy to study hall, the student will be assigned an

- office detention. Every subsequent tardy will result in an additional one-hour detention.
2. The supervising teacher will assign students a seat.
  3. Students may not leave the study hall area to acquire a pass. Those arrangements with teachers/staff need to be planned in advance. Those students who have passes to leave study hall will be called up at the appropriate time to sign out.
  4. Once all students with passes have been accommodated, other students who wish to sign out to the Library will be called.
  5. It is expected that students remaining in the study hall will be in their seat, reading and/or doing homework. Students should come to study hall with sufficient work to keep them busy for the entire period. There will be no card playing nor electronic devices allowed in study halls.
  6. Students are reminded that it is a privilege to sign out of study hall (i.e. honor passes or staff pass). Any abuse of that privilege will result in loss of that privilege.
  7. Students are reminded that the supervising teacher sets the climate and expectations for the study hall. Non-compliance with the supervising teacher's expectations will result in detention and/or an office referral.

### **Substance Abuse**

Please refer to Board Policies regarding students who are under the influence of, dispensing or selling, or in possession of drugs or alcohol on school grounds.

### **Suspensions**

Students who are suspended must contact their teachers by e-mail or phone and arrange to pick up their missed assignments. In order to receive credit for the work missed, all work must be made up within the allotted time frame. For each day a student is suspended, he/she will have the same number of days to make up the work (i.e. two day suspension, two days to make up missed work). Suspended students may use the M-period of each day (2:20- 2:40 p.m.) to meet with teachers for extra help during their suspension if they first check in with the office. Suspended students shall not be in the building at any other time, nor are they to be at school events, until the morning of their return to school.

### **Tampering with safety equipment**

Equipment such as fire alarms, fire extinguishers, first aid kits, eyewash stations, and drench showers are located throughout the building for use in emergencies. Tampering with this or other safety equipment in non-emergency situations is a serious infraction which places those who may need such equipment in danger; students who compromise the safety of others will be referred to the office for immediate disciplinary action.

### **Telephone Calls**

A telephone is located next to the main office for use by **permission only**. Students will not be called to the office telephone to receive a call during class periods except in cases of emergency. The office telephone is for office and emergency use only. Students are

not to request to be released from study halls or classes to use the telephone except in case of an emergency.

### **Use of Restrooms**

Students should plan to take care of their needs during the times they are not in class. Students should not be stopping in the restrooms when passing between regular class periods unless they are certain they can reach their next class before the tardy bell. Students that find it necessary to use the restroom once classes have begun must have a pass from a teacher designated for that purpose.

### **Vending Machine Use**

Students are not to use the vending machines located under the north stairwell during the regular school day (beginning of first class to end of last class). This is due to Federal Government federal food regulations. Students using the machines during this period of time will receive a detention and their food items held by the office until the close of school.

### **Visitors**

If a student wishes to bring a visitor to school for a day, he or she should have permission from an administrator and the student's teachers at least one day in advance for a visitor's pass. Student visitors should be of appropriate high school age and have written permission from their sending school principal and their parent/guardian.

### **Weapons Policy**

It is the policy of the Old Town School Department to take a zero tolerance position on weapons in schools or on school property. Violators of this policy will be subject to severe school and/or legal consequences.

The Old Town School Department, hereinafter referred to as the "Unit", determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the Unit. The Unit is committed to promoting a "Weapons in School" policy which will institute the applicable requirements of the federal Gun-Free Schools Act of 1994, in addition to pertinent state laws and regulations.

The purpose of our Weapons in Schools policy is to promote a safe environment in which students are free to learn and school personnel are free to work without the detrimental effects of weapons and their adverse effects on discipline and the welfare of the school.

**This policy shall apply to students, staff, and all other persons, at all times on school premises, in any school vehicle, at any school-sponsored activity, or at any time or place if the conduct has an adverse effect on the discipline or welfare of the schools.**

This policy prohibits the following conduct:

- A. Possession and/or to intimidate, coerce, or harass persons. Examples of such articles include but are not limited to the following: firearms, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung

Fu stars, and nun chucks. The above applies to weapons in or about any vehicle whether visible, concealed, or in a storage compartment.

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

As authorized by both Title 20-A M RSA § 1001(9-A) and the federal Gun-Free Act of 1994, students who are found to have brought a firearm, as defined in 18 USC § 921 et. Seq., to school shall be expelled by the school board for a period of not less than one year and referred to the appropriate local law enforcement agency. As further authorized by law, the superintendent, as chief administering officer, may exercise his/her discretion to modify this expulsion requirement on a case-by-case basis. In the event the superintendent exercises such discretion, he/she shall, as soon as practicable, generate a confidential report to the school board regarding such a modification.

**Violation of this policy will result in a suspension of up to 10 school days by the principal. In addition, all cases will be considered for expulsion from school and referred to legal authorities for action.**

## **STUDENT SERVICES**

The philosophy of the Old Town Student Services Department is that our counselors are educators whose efforts and skills seek to promote self-awareness and self-fulfillment in the lives of all students. Our comprehensive program is coordinated and so designed that it meets the needs of individuals at each stage of development. As professional counselors we endeavor to meet the individual student's needs whether it is an educational career, or personal situation. We believe this helps young people grow and mature as persons so that they can live successfully in an ever-changing world.

Counseling is the heart of our program. This includes working with parents, teachers, administrators, and outside professionals when appropriate. All students are assigned a counselor who will schedule them for a conference:

- Sophomores** to get acquainted and to discuss their academic and career goals;
- Juniors** to take a look at future plans and arrange visits to places of employment and to colleges;
- Seniors** to finalize and implement plans for after graduation. In addition to these conferences students are encouraged to visit their counselor whenever they have a need. Informational materials are readily available on employment, personal concerns, schools and colleges, the armed services, testing, and scholarships.

Counselors are available every school day and some evenings for special programs. To save time it is best that students pick up a pass or that parents phone for an appointment ahead of time.

The counselors in the Old Town Student Services Department believe it is important to plan realistically, not only for today but through the high school years and beyond. It is important that all young persons seek out and develop their potential that they may create a rewarding and satisfying life for themselves and can make a positive contribution to their world as well.

### **Adult Education Procedure**

Old Town School High has adopted the following comprehensive Adult Education Procedure:

1. All students who plan to receive a diploma from the Adult Education program must earn the same number of credits as necessary for day school students, based on the original date of graduation. This Effective with the Class of 2004 and continuing through the Class of 2008, students must earn 22 credits.
2. Priority for entry into the program will be given to adults 18 years of age or older. Students must have achieved senior status to be considered for the program. Day students at Old Town High School will only be allowed to take Adult Education courses for credit towards an Old Town High School diploma in the event that they have failed a day school class and must make up the credit before graduation.

3. The registration of all day school students to the Adult Education program requires the approval of a parent/guardian, the Adult Education Director, a guidance counselor, the principal, and the Superintendent of Schools.
4. Students will earn ½ high school credit for each course completed with a passing grade through the Adult Education program. A maximum of two (2) Adult Education credits will be allowed for graduation from day school.

### **Policy On Courses, Dropping, Outside of School, Repeating, Transferring**

1. Core courses required for graduation at Old Town High School must be taken at Old Town High School, with the exception of credits previously earned by transfer students. Credits for electives or classes previously failed may be earned through approved correspondence school courses, Adult Education, summer school, or other approved out-of-school experiences. All such credits must have prior approval of the Principal.
2. All credits for university courses must have prior approval of the Principal or the Academic Dean of Students. Students will receive 1 high school credit for each university course completed with a passing grade.
3. Students must register for correspondence courses to be used for replacement purposes by the end of the first week of the second semester of the senior year.
4. Beginning with the class of 2007, credits taken outside of school and/or its program will not be calculated in a student's grade point average for purposes of honor parts and class rank, unless the student has transferred from another high school
5. Beginning with the class of 2010, only credits in required courses will be calculated in a student's grade point average.

Students are required to be enrolled in the equivalent of 6 **full-time subjects** unless a special program is arranged by the Student Services department and approved by the principal.

A course may be dropped without penalty prior to completion of ¼ of the course. No record of the student taking the course will be entered on the student's permanent record.

A person taking a course previously failed will receive credit if passed and will have both grades used in figuring scholastic averages.

A person taking a course that previously was taken for credit and passed may repeat the course for no credit. However, the grades received will not be included in the figuring of scholastic averages. These grades will not be used in determining the honor roll.

A student may change from one course to a related course prior to the beginning of the 2<sup>nd</sup> half of each course and receive full credit for the 2<sup>nd</sup> course if the combined score in

both courses is 70 or better. The permanent record shall indicate that both courses were taken.

**Credits, Make-Up, Full, Half**

A person may make up a course that has been failed by going to an approved summer school or by taking an approved correspondence course. Correspondence courses must be begun by seniors no later than the end of the first week of the second semester of the senior year in order to use such credit for graduation purposes. Up to four full credits may be obtained in this manner. Upon approval of the department involved, Student Services Department, and administration, a student may be allowed to take only the portion of a full-credit course that may have been failed to complete the course and receive full credit.

Partial credits may not be given for full-credit courses except under the following conditions (in all cases, approval must be given by the principal).

1. The course is being dropped for the purpose of involvement in an alternate educational opportunity; i.e. Vocational Program, Co-op Program, etc.
2. The course is so structured that a semester block (2 consecutive ranking periods) of related material is successfully passed and approval is given by the department head involved, Student Services Department, and administration.

All half-credit courses must be completed in order to receive any credit, unless the course is being dropped for the purpose of becoming involved in an alternate educational opportunity ;i.e., Vocational School, Co-op Program, etc.

**Grading System**

The symbols that are used for the academic subjects are: A plus, A, A minus, B plus, B, B minus, C plus, C, C minus, D, and E.

A+	98-100	Excellent
A	95-97	
A-	93-94	
B+	90-92	Good
B	87-89	
B-	85-86	
C+	82-84	Fair
C	79-81	
C-	77-78	
D	70-76	Unsatisfactory
E	Less than 70	Failure

The grade recorded on the permanent record shall be the actual grade earned by the student up to the point of departure from the course. If a course is dropped prior to the

completion of any ranking period, the recorded grade shall include work to that point, if more than five weeks have elapsed in the quarter. Otherwise, the grade will only include work completed up to the beginning of the ranking period. If a grade is recorded, it will be used in determining the honor roll and figuring the scholastic average.

### **Graduation Ceremonies**

1. Students who have successfully completed the Graduation Requirements as outlined in Policy IKF, and all other requirements at Old Town High School, shall be entitled to participate to the fullest extent possible in formal graduation ceremonies. In the case of students scheduled to receive a Certificate of Completion, a detailed plan describing the appropriate level of participation in the ceremony shall be part of the ongoing PET processes for each affected student.
2. Final determination will be made as to which students will be permitted to march with the class at Class Night and Graduation at the end of the 7<sup>th</sup> semester of study at Old Town High School. A student's achievement at this time must be such that a passing final grade is still numerically possible in all required courses. A student must also be actively enrolled in all courses required, such that they will be completed by the date of submission on seniors' grades by teachers.
3. In order for a student to be eligible to participate in graduation ceremonies as defined in Policy IKFB, it must be possible for the student to meet all graduation requirements as defined in Policy IKF. Students who fail to meet graduation requirements in the 8<sup>th</sup> semester shall be allowed to participate in graduation exercises but will not receive a diploma until all requirements have been met.

### **Graduation Requirements**

**As a minimum for graduation from high school, the prospective graduate must have completed successfully a total of 22 one-year course equivalents (credits) at the secondary level (grades 9 through 12).**

The following core courses are required for graduation from Old Town High School and must be taken at Old Town High School:

- A. English - 4 credits
- B. Social Studies and History, including one year of American History and Government – 3 credits (effective with class of 2008)
- C. Mathematics – 4 credits (effective with class of 2009)
- D. Science, including at least one year of laboratory studies – 3 credits (effective with class of 2008)
- E. Fine Arts, which may include art, music, forensics or drama - I credit
- F. Health - 1 credit
- G. Physical Education - 1 credit

Students must have also completed:

- H. Six (6) credits of elective courses
- I. The PSAT and the SAT tests

In addition, this Board requires the following:

1. Students are expected to carry six classes unless a modified schedule is approved by the Student Services staff and the principal. Some examples of justification for a modified schedule would be health issues related to a medical condition, approved and verified employment during the school day, and approved study at another institution. Any student requesting a modified schedule must demonstrate that they are in good standing.
2. The elective credits may be selected by the student based upon the student's interests, abilities, and the requirements of the field that the student plans to enter upon graduation. The Student Services staff will consult with teachers, parents/guardians and the student if they have concerns regarding a chosen program of study.
3. Students must also demonstrate technological literacy, proficiency, and performance.

A student who is deficient in the above-listed requirements may meet those requirements as outlined in Policy IHBG.

Students who have accepted an early admission at the collegiate level may graduate with their class if they so inform the high school Principal at the time of their acceptance into the early admissions program.

Home-schooled students must be enrolled at Old Town High School for their senior year, have a minimum of 14 Old Town High School credits, and meet other diploma requirements in order to receive an Old Town High School diploma. Home-schooled students who do not meet the above criteria are not eligible for class honor parts at graduation.

### **Graduation Speaking Parts & School Honors**

The high school principal will announce at the beginning of the spring term each year, the names of those students in the senior class who have achieved academic honors during the first 3 ½ years of their school course.

Honor students will be grouped on three levels as follows:

1. Students attaining an accumulative average of 92.5 or better will be designated as graduating with highest honors.
2. Students attaining an accumulative average from 90.5 to 92.49 will be designated as graduating with high honors.
3. Students attaining an accumulative average from 84.5 to 90.49 will be designated as graduating with honors.

Determination of rank for the purpose of membership in any of the honor groups will be on the basis of percentage average in all courses pursued, irrespective of number, providing the minimum number of credits necessary for graduation has been earned. The average is carried out to five (5) decimal places and rounded off to four (4).

The names of students announced in any of the honor groups or printed on graduation programs shall be arranged in alphabetical order rather than in the order of relative rank.

Students delivering addresses may be elected by the members of the class, or selected in such a manner as the faculty and seniors may determine, with the recommendation that students be selected for this purpose that have demonstrated their ability in public speaking.

The class parts in recent years have consisted of four graduation speeches, class prophecy, class will, and class skits.

In order to be eligible for any of the major graduation activities such as speaking parts, graduation committees, and the receiving of gifts, the students should have paid their class dues to date.

**Old Town High School Program of Studies 2009-2010**

The State of Maine, along with the Old Town School Board, requires that certain subjects must be passed in order to qualify for a high school diploma. Specific requirements for our graduating classes can be found in the Program of Studies, available in the Student Services office. Students should be very aware of those graduation requirements, and in close consultation with their Student Services counselor, plan appropriately for their plans after high school.

**Progress Reports**

Progress reports will be issued at approximately midway through each quarter. Comments may accompany certain grades and are intended to communicate to the student and parents the student's approximate average and noteworthy trends.

**Ranking Periods 2009-2010**

**End of 1<sup>st</sup> Quarter .....October 30th**  
**End of 2<sup>nd</sup> Quarter .....January 22nd**  
**End of 3<sup>rd</sup> Quarter .....April 2nd**  
**End of 4<sup>th</sup> Quarter ..... June 11th**

**Weekly grade reports**

Parents who wish to receive weekly grade and attendance reports about their child should submit their e-mail address via written request to the main office.

**Withdrawal from School**

All withdrawals from school must be processed by the Student Services Department with final approval given by the administration.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Extra-Curricular Eligibility**

The intent of this policy is to encourage all students to recognize the central importance of academic success, citizenship and a healthy lifestyle as prerequisites to extra-curricular participation. Extra-curricular activities are defined in Policy JJ.

#### **Academics**

To be eligible to participate in non-curricular extra-curricular activities at Old Town High School, a student must be passing a minimum of five (5) classes (subjects) and failing no more than one class (subject.) Failure of any class for a second consecutive nine-week ranking period during the academic year, regardless of the number of classes carried, shall result in the student being ineligible for participation in non-curricular extra curricular activities for a nine week period.

Eligibility will be determined by the quarter grade. Eligibility will be determined until the next quarter grades are posted. Non-curricular extra-curricular eligibility is determined by the posted grade and in no case, other than computational error, will eligibility status be changed due to “make-up” or “extra-credit” work completed after the posting of grades. An “Incomplete” grade, for purposes of eligibility, shall be considered a failure until the final grade is posted. Any student who is determined ineligible as a result of 4th quarter grades shall be ineligible until the first (1st) quarter grades of the next school year are posted. Any class that is dropped outside of the “add-drop” period shall count as the grade earned at the time the class was dropped for eligibility purposes.

#### **Attendance**

In order to participate in an extra-curricular activity, a student must be in attendance all day on the day of the activity unless it is an excused absence. In no case shall a student whose absence is unexcused for any part of the day of the activity be allowed to participate in that day’s activity.

Suspension from school shall render the student ineligible for participation in extra-curricular activities during the period of suspension.

#### **Tobacco**

The possession and/or use of tobacco products is prohibited by students on school property, in school vehicles and at school sponsored functions on or away from school property. This means no tobacco possession and/or use at any time, 24 hours a day, 365 days a year by anyone on school property or at any school functions anywhere. Student offenses may be referred to law enforcement authorities for investigation and/or prosecution. Adjudication for offenses involving tobacco or offenses involving tobacco witnessed by an Old Town School Department staff member at any time, on or off school property shall result in the following consequences:

### *Non-Curricular Extra-Curricular*

Students who violate this policy may be suspended from school and shall be suspended from non-curricular extra-curricular activity for the remainder of the activity or season.

### *Co-curricular Extra Curricular*

For year long co-curricular extra curricular activities, the following consequences would be in place for violations of this policy:

1. For the first infraction, the student will receive, at a minimum, a four-week suspension from all extracurricular activities.
2. For the second infraction, the student will receive, at a minimum, an eight-week suspension from all extracurricular activities.
3. A third infraction will result in the student being suspended from all extracurricular activities for the remainder of the school year.

Upon request, information and assistance shall be available to the student in addressing his/her tobacco use.

### Controlled Substances/Drugs/Alcohol

Possession, use or distribution of controlled substances, drugs or alcohol is prohibited by students on school property, in school vehicles and at school sponsored functions on or away from school property. This means no possession, use or distribution of controlled substances/drugs/alcohol at any time, 24 hours a day, 365 days a year by anyone on school property or at any school functions anywhere. Student offenses may be referred to law enforcement authorities for investigation and/or prosecution. Adjudication for offenses involving controlled substances/drugs/alcohol or offenses involving controlled substances/drugs/alcohol witnessed by an Old Town School Department staff member at any time, on or off school property shall result in the following consequences:

### *Non-Curricular Extra-Curricular*

Students who violate this policy may be suspended from school and shall be suspended from non-curricular extra-curricular activity for the remainder of the activity or season.

### *Co-curricular Extra Curricular*

For year long co-curricular extra curricular activities, the following consequences would be in place for violations of this policy:

1. For the first infraction, the student will receive, at a minimum, a four-week suspension from all extracurricular activities.
2. For the second infraction, the student will receive, at a minimum, an eight-week suspension from all extracurricular activities.
3. A third infraction will result in the student being suspended from all extracurricular activities for the remainder of the school year.

Upon request, assistance will be provided to the student and their family in addressing controlled substance, drug and alcohol problems. This assistance may include but not be limited to information regarding referral and treatment. In all cases information and assistance shall be provided in a confidential manner.

For the purpose of these rules, a “week” is defined as a week when school is in session or when co-curricular and non-curricular extracurricular activities are scheduled.

These consequences are in addition to any discipline imposed under other applicable Board policies and school rules.

### **Extra-Curricular Activities Code**

This code applies to students involved in activities at Old Town High School and J.A. Leonard Middle School. Students who wish to take advantage of the extra-curricular activities are expected to follow this code and understand their obligations. Parents/guardians are also expected to understand the student's obligations and do their part to assure compliance.

Each student participating in extra-curricular activities should realize that these activities are a privilege. Participants are afforded the privilege of representing themselves and their school as long as they are willing to accept the responsibility of adhering to each and every provision in this code.

#### **I. GUIDELINES FOR PARTICIPATION**

- A. Each participant must have a signed approval form and physical form from their parent/guardian before they may participate in any athletic activity.
- B. Participants in athletic activities must have health insurance coverage.
- C. Each participant on a sports team must have a physical on file at the school they are attending. The examination will be at the student's own expense.
- D. Each participant must meet all academic eligibility requirements approved by the Old Town School Board.
- E. High school students must meet any applicable eligibility requirements of the Maine Principals Association.
- F. A formal meeting of all participants and parents/guardians will be held prior to the start of the season/activity. Students must attend a minimum of one such session each school year prior to participation in any activity including practice sessions. If required by the coach/advisor, students may have to attend more than one meeting in a given year.
- G. Parents of participants are expected to attend at least one such meeting during each school year. If extenuating circumstances prevent such attendance, then the parent/guardian must communicate -directly (in person or by telephone) with the coach, advisor, athletic director or principal to discuss the critical information presented at these meetings. Students will not be allowed to participate in any inter-school competition until parents have satisfied this requirement. The distribution and signing of permission slips by parents and students will take place at these scheduled meetings.

- H. Any equipment issued to a participant is to be properly cared for and returned at the end of the activity. Any equipment that is not returned, or that is not returned in good condition, will be paid for by the participant.
- I. Students must be enrolled in a minimum of six (6) classes in order to be eligible to participate in extra-curricular activities. The board recognizes that special circumstances may arise which prevents a student from taking six (6) classes. In those instances, the building principal must approve the student's participation.

## II. BEHAVIOR EXPECTATIONS

Any member of an extra-curricular activity will be subjected to disciplinary action as outlined in Policy JJJ if he/she is a part of any of the following:

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

No student shall furnish, sell, receive, buy, possess, use or be under the influence of any substance which, when used or abused, can affect or change a student's mental, physical or behavior pattern, including, but not limited to, volatile materials such as glue, paint or aerosols, when possessed for the purpose of inhalation; steroids; paraphernalia or implements use for the distribution or consumption of a prohibited substance; or any substance that is represented as, or is reported to be a prohibited substance.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Students who are members of an extra-curricular activity must recognize the following responsibilities:

1. As representatives of the Old Town Public Schools, students are expected to exhibit proper behavior at all times. Improper behavior, including but not limited to criminal activities and behavior that reflects badly upon the schools, may result in students being suspended or dismissed from extra curricular activities and disciplined under applicable school policies and rules. Determination of appropriate action will be made on a case-by-case basis by the Principal, Assistant Principal, Athletic Director, and Coach/Advisor.
2. Participants are expected to dress appropriately for school-sponsored trips and will be briefed on behavior, dress and grooming requirements by the coach/advisor. All participants are expected to comply with any written grooming codes set up by the coach/advisor.
3. Vulgar language or actions will not be tolerated in connection with any extra curricular activities.

4. Support personnel, student managers, etc. shall be considered as active participants and shall meet the same requirements as the participants.
5. Participants must serve disciplinary detention on the day it is assigned, unless excused by the principal, before they may participate in practice or in a scheduled contest/activity.
6. Participants should notify the coach/advisor by the end of the school day they will be late or absent from a scheduled practice or activity.
7. Participants are expected to maintain a good attendance record as well as good overall standing as a school citizen. All participants are expected to be in attendance and on time to school the day of and the day following a weekday activity, in order to be involved on that day.
8. Individual coaches/advisors have the responsibility to take action pertaining to individual team expectations.

### III. PARTICIPATION IN ACTIVITIES BY SEASON

A student may not participate on more than one athletic team in a given season. For the purpose of definition of the policy, a student may not participate in more than one sport in each of the categories listed below at one time.

#### ATHLETIC

Fall	Winter	Spring
Football	Basketball	Tennis
Field Hockey	Swimming	Baseball
Soccer	Hockey	Softball
Cheering	Cheering	Outdoor track
Golf	Indoor Track	
Cross-country		

Activities that overlap will offer equal tryout opportunities for all those wishing to participate. Tryouts for students involved in a sport may commence prior to the completion of the first sports season by agreement of the coaches. Otherwise, tryouts for those involved in the first sport must be delayed until the completion that activity.

It is understood that:

- A. No participant may drop a sport once it has been in progress for two week and be eligible for participation in another sport that same season. Football players shall have a three-week drop period from the start of pre-season practice.
- B. Participants who are cut from a team by the coach shall be eligible for participation in another sport in the same sport season.
- C. Participants who are dropped from a team for disciplinary reasons cannot go out for the next sport until members of the current squad conclude their season.
- D. Freshmen are eligible to try out for all varsity and junior varsity sports.

#### IV. GUIDELINES FOR IMPLEMENTATION OF THE CODE

- A. The code must be administered with fairness and consistency at all levels the program.
- B. It is expected that coaches/advisors and administrators investigate reported or suspected cases of violation of the code. This may include, but not be limited to:
  - 1. Questioning of students or others who may have pertinent information.
  - 2. Contacting parents/guardians, as appropriate.
- C. Serious disciplinary action such as suspension by a coach/advisor and/or the administration will only be done after a thorough investigation of any violation.
  - 1. A student being suspended from an activity will be given notice of the charges against him/her and the intended punishment.
  - 2. The student and parent/guardian, if requested, will have an opportunity to tell his/her side of the story.
  - 3. If the student denies the violation, an explanation of the evidence or the violation will be given by school officials.
  - 4. A student may appeal the decision to the principal within 48 hours of the decision. The student will remain on a suspended status throughout the appeal process.
  - 5. The principal shall review the appeal on the merits of each situation and has the authority to reinstate the student if it is deemed appropriate. The principal shall respond to the student's appeal in writing within two school days. The conditions of any reinstatement may include but not be limited to the successful completion of an appropriate professional treatment program.
  - 6. A student may appeal the principal's decision in writing to the Superintendent within two school days. The Superintendent shall review the appeal on the merits of each situation and has the authority to reinstate the student if it is deemed appropriate. The Superintendent shall respond to the student's appeal in writing within two school days.
  - 7. The timeline for appeals and responses are good-faith estimates and it should be understood that the particular circumstances of a case may alter the time frame for administrative responses.

***RSU #34***

***2009-2010***

**School Committee**

Mr. James Dill, Chairperson

Mr. David Wollstadt

Ms. Laura Sanborn

Mrs. Donna Conary

Ms. Leah Tuffley

Ms. Victoria Dupuis

Mrs. Roxanne Dubay

Ms. Andrea Gifford

Mr. Ronald Sagner

**Superintendent of Schools**

Mr. David Walker

**Secretary to the Superintendent**

Mrs. Laura Deshane

**School Song**

We all love you dear Old Town High  
May your name and your fame last forever  
Your young sons are loyal and true,  
So we'll drink one more toast to you - rah! rah!  
Three cheers for our dear Old Town High  
Both in sunshine and sorrow we are with you.  
To victory, to victory, today-  
For we will raise you, we will praise you,  
Old Town High School.

The singing of the school song is often a part of our pep rallies where your class will compete against the other three classes!

Get to know it!

## **INDEX**

Academic Schedule .....	5	Lockers.....	16
Accreditation .....	4	Loitering.....	17
Adult Education.....	25	Lost and Found.....	17
Athletics		Makeup "M" Period .....	17
Code of Conduct.....	33	Medication Use & Administration .....	18
Eligibility .....	31	Mid-Terms .....	18
Attendance Policy.....	5	Mission Statement .....	2
Before School Procedures.....	7	National Honor Society .....	19
Bomb Threat Policy.....	7	No School Announcement .....	20
Calendar .....	1	Non-illness Absence .....	6
Care of School Property.....	8	Offensive Language.....	15
Cell Phones .....	9	Office Detention .....	9
Cheating .....	9	Paper and Supplies .....	20
Communication with Teachers .....	9	Parking .....	21
Conduct		Philosophy of Education.....	2
At School.....	9	Phone .....	22
Buses.....	9	Physical Education Policies	
Courses		Changing .....	20
Dropping .....	26	Medical Excuses.....	18
List .....	26	Plagiarism .....	9
Outside of School .....	26	Program of Studies .....	30
Repeating .....	26	Progress Reports.....	30
Transferring.....	26	Quarters.....	30
Credit .....	27	Ranking Periods .....	30
Detention.....	9	Restrooms .....	23
Dismissal.....	10	Safety Equipment .....	22
Displays of Affection.....	10	Schedule .....	5
Diversity.....	10	School Nurse .....	20
Dress Code .....	12	School Song .....	37
Early Dismissal .....	10	Searches .....	16
Electronic Devices.....	13	Senior Trip .....	20
Extra Curricular Activities		Solicitation .....	21
Code of Conduct.....	33	Study Hall .....	21
Eligibility .....	31	Substance Abuse.....	22
Final Exams.....	13	Suspension .....	22
Fire Drills .....	13	Tardies .....	7
Gambling.....	13	Telephone.....	22
Goals.....	3	Vending Machines.....	23
Grade Reports.....	30	Visitors.....	23
Grading System.....	27	Weapons Policy.....	23
Graduation Ceremonies		Withdrawing.....	30
Honors.....	28		
Requirements.....	28		
Speaking Parts.....	29		
Hall Passes .....	13		
Harassment.....	14		
Hats.....	14		
Honor Passes .....	14		
Honor Roll.....	15		
Honors Diploma .....	14		
Illness at School .....	15		
Insurance .....	15		
Language.....	15		
Late Arrival .....	16		
Library .....	16		