

2019-2020 Student Handbook

**BONNY EAGLE  
HIGH SCHOOL**



**Respectful & Kind**

Home of the Scots!

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Standish, ME 04084  
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**\* Please refer to our website for a complete list of MSAD #6 Policies\***

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# Bonny Eagle High School Shared Vision

*BEHS students, supported by the BEHS community, will become motivated, life-long learners who develop the skills to become responsible citizens through creativity and collaboration.*

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*MSAD #6 reserves the right to change the terms of this handbook at any time, without notice, for practical necessary reasons. If an unintentional or unforeseen conflict arises between the student handbook and the School Board Policy, the School Board Policy will prevail. Information about district policies, programs, and schools is available on our website, [www.bonnyeagle.org](http://www.bonnyeagle.org).*

**Bonny Eagle High School Events Calendar**  
**2019-2020**

<b><u>DATE</u></b> .....	<b><u>EVENT</u></b>
Aug 26 (M) .....	NO SCHOOL (Teacher In Service)
Aug 27 (T).....	NO SCHOOL (Teacher In Service)
Aug 28 (W) .....	Freshmen First Day
Aug 28 (W) .....	OPEN HOUSE 5:30-7pm
Aug 29 (Th).....	ALL Students Attend
Aug 30 (F).....	NO SCHOOL
Sep 2 (M).....	NO SCHOOL (Labor Day)
Sep 10 (T).....	Picture Day
Sep 25 (W) .....	Late Arrival
Oct 11 (F) .....	NO SCHOOL (Teacher In-Service)
Oct 11 (F) .....	Grade Update
Oct 14 (M).....	NO SCHOOL (Columbus Day)
Oct 16 (W) .....	PSAT Testing
Oct 17 (W) .....	Parent Teacher Conf 5-8pm
Oct 18-19 (F,Sa) .....	Homecoming Weekend
Oct 23 (W) .....	Late Arrival
Nov 1 (F) .....	Grade Update
Nov 11 (M).....	NO SCHOOL (Veteran's Day)
Nov 13 (W) .....	Late Arrival
Nov 26 (T).....	Trimester 1 Ends
Nov 27-29 (W-F) .....	NO SCHOOL (Thanksgiving Break)
Dec 4 (W) .....	Late Arrival
Dec 23-Jan 1 (M-W) .....	NO SCHOOL (Winter Break)
Jan 3 (F).....	Grade Update
Jan 15 (W).....	Late Arrival

<b><u>DATE</u></b> .....	<b><u>EVENT</u></b>
Jan 20 (M) .....	NO SCHOOL (Martin Luther King Jr Day)
Jan 30 (Th) .....	Parent Teacher Conferences 5-8pm
Feb 7 (F).....	Grade Update
Feb 12 (W).....	Late Arrival
Feb 17-21 (M-F).....	NO SCHOOL (February Break)
Mar 4 (W) .....	Late Arrival
Mar 12 (Th) .....	Trimester 2 Ends
Mar 13 (F).....	NO SCHOOL (Teacher In-Service)
Mar 26 (Th).....	8th Grade Transition Night
Apr 14 (T) .....	SAT Testing/ Explorer Day
Apr 20-24 (M-F) .....	NO SCHOOL (April Break)
May 1 (F) .....	Special Olympics
May 6 (W) .....	Late Arrival
May 15 (F) .....	Grade Update
May 21 (Th) .....	Kiwanis Honors Ceremony 8:30 am
May 22 (F) .....	Senior Top 10% Breakfast
May 25 (M) .....	NO SCHOOL (Memorial Day)
May 29 (F) .....	Senior Banquet
June 3 (W) .....	Senior Last Assembly
June 5 (F) .....	Graduation 6:00pm
June 8 (M) .....	Underclassmen Awards 6 pm
June 10 (W) .....	POSSIBLE Last Day of School
June 11-17 (Th-W) .....	Storm Make Up Days as Needed
TBD.....	NWEA Testing (select students)

**Crisis Response Numbers**

**... DIAL 211**

Abba Pregnancy Portland .....	207-253-5555
AIDS Hot line .....	800-851-2437
Alcohol/Information & Referral .....	800-252-6465
Caring Unlimited/Domestic Violence .....	800-239-7298
Center for Grieving Children .....	207-775-5216
Child Abuse .....	800-452-1999
Crisis/Suicide Hot line.....	207-774-4357
York County Crisis.....	888-568-1112
Eating Disorders.....	207-879-3795
Planned Parenthood Portland.....	207-797-8881
Youth Alternatives/Family Mediation .....	207-874-1175
Sexual Assault Response Services.....	800-313-9900
Cumberland County Crisis.....	207-774-4357

**DAILY BELL SCHEDULES**

**Regular Days M - F**

Warning Bell	7:25	
Block 1	7:30 – 8:40	
Block 2	8:45 – 9:55	
Block 3	10:00 – 11:10	
Block 4	11:15 – 12:45	
	<b>Lunch A 11:15 – 11:35</b>	Class 11:35– 12:45
Class 11:15 - 11:50	<b>Lunch B 11:50 – 12:10</b>	Class 12:10 – 12:45
Class 11:15 - 12:25	<b>Lunch C 12:25 – 12:45</b>	
Block 5	12:50 – 2:00	

**Advisory Days**

Warning Bell	7:25	
Block 1	7:30 – 8:30	
Block 2	8:35 – 9:35	
Homebase	9:40 – 10: 20	
Block 3	10:25 – 11:25	
Block 4	11:30 – 12:55	
	<b>Lunch A 11:30– 11:52</b>	Class 11:52 –12:55
Class 11:30- 12:05	<b>Lunch B 12:05 – 12:24</b>	Class 12:24 –12:55
Class 11:30 -12:33	<b>Lunch C 12:33 – 12:55</b>	
Block 5	1:00 – 2:00	

**Late Arrival & Two Hour Delay (Blocks 3 & 4 Are Reversed)**

Warning Bell	9:25	
Block 1	9:30 – 10:12	
Block 2	10:17 – 10:59	
Block 4	11:04 – 12:26	
	<b>Lunch A 11:04 – 11:24</b>	Class 11:24 – 12:26
Class 11:04 - 11:35	<b>Lunch B 11:35 – 11:55</b>	Class 11:55 – 12:26
Class 11:04 - 12:06	<b>Lunch C 12:06 – 12:26</b>	
Block 3	12:31 – 1:13	
Block 5	1:18 – 2:00	

**One-Hour Delay**

Warning Bell	8:25	
Block 1	8:30 – 9:25	
Block 2	9:30 – 10:25	
Block 3	10:30 – 11:25	
Block 4	11:30 – 1:00	
	<b>Lunch A 11:30 – 11:50</b>	Class 11:50 –1:00
Class 11:30 - 12:05	<b>Lunch B 12:05 – 12:25</b>	Class 12:25 –1:00
Class 11:30 - 12:40	<b>Lunch C 12:40 – 1:00</b>	
Block 5	1:05 – 2:00	



**SCHOOL MASCOT**  
Scotsman

**SCHOOL COLORS**  
Forest green and white

**SCHOOL SONG**  
*March on for Bonny Eagle Scots,  
 Cheer for our team, Rah Rah Rah  
 Hold high our colors of white and green  
 Proudly we go marching  
 Cheer, cheer, cheer  
 On to victory we go marching  
 Cheer, cheer, cheer  
 All together now  
 March on for Bonny Eagle Scots  
 Cheer for our team  
 Hold high our colors of white and green  
 Two, four, six, eight  
 Who do we appreciate?  
**Bonny Eagle Scots! YEAH!***

# **I. CURRICULUM AND SERVICES**

## **Graduation Requirements**

As a minimum for graduation from high school, the prospective graduate must successfully complete a total of the following Carnegie units (credits) at the secondary level (grades 9 - 12). Students must also successfully meet the standards of the MSAD6 Graduation Standards.

<b>Total</b>	<b>24 credits</b>
English.....	4 Credits
Social Studies .....	3 Credits (Global Village, U.S. History, Government, Economics)
Science.....	3 Credits (Earth Science, Biology and a Physical Science)
Mathematics .....	3 Credits
Physical Education.....	1 Credit
Health.....	1/2 Credit
Fine Arts.....	1 Credit
Financial Literacy .....	1/2 Credit
Capstone .....	1 Credit

The remaining credits may be selected by the student based upon the student's interest, abilities, and the requirements of the field that the student plans to enter upon graduation.

Capstone- Credit is awarded through participation in Advisory and completion of a Capstone Project in the Senior Year.

This is a list of minimum requirements. Most students graduate with more than the minimum. In order for a student to participate in graduation, the student must have successfully completed all of the above listed requirements.

A student who is deficient in the above listed requirements may meet some of those requirements through post secondary course(s), a state approved Adult Education course(s), a state approved summer program, or an approved credit recovery program. All arrangements for earning credits through Adult Education or other programs are made through the Student Services Office and must be approved by the principal.

Each student must carry a minimum of four classes per trimester, unless approved for late arrival or early dismissal.. A student who fails a course required for graduation should consult their school counselor and make arrangements to make up the credit as soon as possible.

## **Literacy Requirement**

Because the mission of Bonny Eagle High School is for all students to become passionate learners who have the skills to become productive adults, the literacy goal of Bonny Eagle High School is a minimum 10<sup>th</sup> grade comprehension level. Any student who has not met that goal will be assigned to an appropriate trimester-long literacy class, as available.

## **Advanced Placement Classes**

Advanced Placement (AP) is a program of college level courses and exams for secondary school students. Over 90% of the colleges that AP candidates attend grant credit or advanced placement to students whose AP exam grades are considered acceptable. BEHS offers many AP courses. Honors courses also follow a challenging curriculum and prepare students for AP courses. All AP exams are given in May. The expectation at BEHS is that all students enrolled have made a commitment to participate in the exam process. Students must pay for 50% of the cost of the exam by the end of the first trimester unless other arrangements are made with an administrator. Bonny Eagle High School will pay for the remaining exam fees. Participation in an AP course is a year-long commitment. Students who drop the course before the end of the year and do not take the exam will not receive AP designation on their transcripts. Any completed trimesters will be converted to Honors level work/weight. Students enrolled in online courses may withdraw without penalty within the first 9 weeks of the course. After this period, students who withdraw from college courses will receive a WF (withdraw-fail) on their transcript. Note" Dropping any course may impact eligibility for athletics / activities and honor roll.

## **College Preparatory Program**

In addition to the high school graduation requirements, students who are planning a traditional college preparatory program should complete an additional credit in mathematics and science beyond what is required, and two to four credits in a foreign language. Additional course work should be chosen that would assist the student with their studies in college and with their future career goals.

## **Career Technical Education**

During their junior and senior years, BEHS students may opt to take classes at Westbrook Regional Vocational Center or Portland Arts and Technology High School. Students who are interested should see their school counselor. Once enrolled, BEHS students must sign a contract agreeing to follow certain rules and procedures for CTE students.

All CTE students are expected to ride the MSAD #6 buses to and from the receiving school unless prior arrangements have been made between the student, parent, and the Superintendent of Schools and/or a designee.

## **Class Credit Minimums**

In order for students to progress satisfactorily toward graduation, it is recommended a student earn at least 6 credits per year.

## **Study Centers - Room 205 and Room 121**

The Study Centers provide academic support for students who need help with assignments, tests, study skills, projects, and class papers. They are open during the day and after school from 2:10 to 4:00. Experienced tutors and teachers staff the Study Centers. In order to access the services of the Study Centers, students need a signed pass and their assignments. Students must follow BEHS rules and procedures while in the Study Centers.

## **Early College Aspirations Program**

Early College Aspirations Program (ECAP) is an opportunity for BEHS students to earn credits outside the normal school day. Students are able to take classes after school through various college institutions like St. Joseph's College, UMaine, USM, SMCC, Husson University and Kaplan University. Students must meet eligibility requirements such as a B or better average and certain SAT/Accuplacer scores. Students should check with their school counselor prior to the start of each semester (in May for a Fall course and in November for a Spring course) to see what classes are available. ECAP classes may count as a course for co-curricular eligibility.

College courses will go on your Bonny Eagle transcript for one elective credit and will count toward GPA and class rank. Upon the successful completion of a course, students will receive credit from the college as well. Content area credit may be awarded only with the Principal's approval in advance.

## **Alternatives to Biological Dissection**

By policy, any student/parent that objects to dissection on moral or ethical grounds may be assigned an alternative project of equal time and value to the student.

1. Alternatives to dissection must be available in all science classes for students who choose not to dissect.
2. The responsibility for creating an alternative exercise lies with the teacher, not the student.
3. Requiring the student to watch others dissect an animal is not an alternative; the students must be allowed to leave the room and go to the library or another classroom while the dissection is taking place if the student wishes.
4. Students will not be penalized for choosing the alternative exercise.
5. The school administration must inform all teachers of every student's right to refuse to dissect without penalty through a written statement in the faculty handbook.
6. The school administration must inform all students of their right to refuse to dissect through a written statement in the student handbook.
7. All students and parents/guardians must be informed in writing of their option to choose not to dissect at the beginning of each semester during which dissection is scheduled.
8. Those teachers who teach dissection in their classes must verbally announce the policy to all students on the day of dissection.

## **Reporting of Discipline on College Applications**

Bonny Eagle High School does not report student discipline incidents on college applications unless requested in writing by the student/parents.

## Grades & Honor Roll

### **Summative Assessments measure Learning for a standard.**

Student learning will be measured using summative assessments. Some examples of summative assessments include: tests, projects, presentations, essays, lab reports and performances. These assessments are used to measure student ability to meet performance indicators that are taught in that class. At the end of the trimester, students are given a score for each performance indicator assessed in the course using the following scale. (Scores are recorded using increments of 0.5)

- 4 = Meets with Distinction/Exceeds
- 3 = Meets
- 2 = Partially Meets
- 1 = Does Not Meet
- I = Incomplete/Cannot Be Scored

### **Course Grades**

Content indicators account for 80% of the course grade. Student work completion and meeting established deadlines make up the remaining 20%. The performance Indicator scores will be averaged for a course grade. This grade will be used to determine class rank and transcript GPA.

An average performance indicator score of 2.7 is required to pass a course. Students will receive an NC (no credit) or CR (credit recovery) for the course, signifying they were not complete by the end of the term and credit is not yet awarded. Students who need remediation after the end of the trimester may do so by accessing credit recovery options or repeating the course. Once the student completes his/her remediation, credit will be granted. However, the original average grade will stand on the transcript.

To successfully complete, a course students must score at least a 3.0 on all performance indicators within the course. If a student is unable to reach the "Meets" level in all performance indicators, they will receive an NC for the course, signifying they were Not Complete by the end of the term and credit is not yet awarded. Students who need remediation after the end of the trimester may do so by accessing credit recovery options or repeating the course. Once the student completes his/her remediation, credit will be granted. However, the original average grade will stand on the transcript.

### **Course Conversion**

In order to create more clarity for parents and students, final course grades will be reported in two ways. The transcript and report card will include a letter grade conversion. This conversion appears at the end of the term. Teachers will grade assignments using rubrics.

Course Grade	Grade
4.0	A+
3.9	A+
3.8	A
3.7	A
3.6	A-
3.5	A-
3.4	B+
3.3	B+
3.2	B
3.1	B
3.0	B
2.9	B-
2.8	C+
2.7	C

Course Grade	Grade
2.6	NC C-
2.5	NC C-
2.4	NC D+
2.3	NC D+
2.2	NC D
2.1	NC D
2.0	NC D-
NC	F

### **Report Cards**

A report card is issued at the end of each trimester. First and second trimester report cards are given to all students during an Advisory period. Report cards are also posted on parent and student portal ([www.bonnyeagle.org](http://www.bonnyeagle.org)). Only end-of-year report cards are mailed home.

**Grade Point Average (GPA) and Rank in Class (RIC)**

GPA's will be calculated at the end of each trimester. Courses that are defined as Honors, Advanced Placement, preapproved technical programs or approved college courses will carry an additional weight for grade point average (GPA) purposes. GPA's are calculated using a 4.00 scale of quality points. Weighted grade GPA's will be used for the following purposes:

1. To determine honor roll status
2. To establish rank in class
3. To determine eligibility for any honor society

Weighted grades will be calculated as follows on a 4.00 scale:

Honors/Honors Challenge: .....	0.2
Pre-Approved Technical Programs: .....	0.2
Advanced Placement: .....	0.4
Pre-Approved College Course: .....	0.4

**Honor Roll** (Currently under review)

Honors	3.7 & up
Honors	3.3

Students are included on the Honor Roll by meeting these standards:

1. Must be enrolled in at least 4 classes. This includes all regularly scheduled academic classes, as well as the Early College Aspirations Program classes. Learning Labs, such as math or science, or tutorial classes do not count towards this requirement.
2. Students attending PATHS or WRVC must be enrolled in at least 2 of these classes in addition to their vocational school classes.
3. In addition to the above grade qualifications, at the time each Honor Roll is compiled a grade of I (incomplete), N/C (Not Complete), X, S, P, WP, WF in any subject will disqualify a student. However, if a student receives a "P" in tutorials, college classes, or their Advisory, then they are still eligible to be included on the Honor Roll.
4. Honors and AP Courses will have weight added before honor roll is determined.

Our local Kiwanis Club sponsors an annual Honors Recognition Ceremony in the spring of the year. It involves all students who have made the Honor Roll for the first two (2) marking periods in the school year.

**Permission to Drop a Course**

Each student is expected to carry a minimum of four (4) courses or the equivalent each trimester. Once a course is selected, the student is expected to complete it. A limited add/drop period of 2 days is held at the beginning of each trimester. To drop a course after the add/drop period, a special form must be secured from the student's school counselor, filled in, and signed by student, parent, subject teacher, and counselor. In some instances, administrative approval may be necessary. Dropping a course may affect eligibility for athletics and/or honor roll. No student may drop a course within the last three weeks of a trimester.



## **Release of Student Information**

Federal legislation requires that upon request the school release names, addresses, and telephone numbers of our students to post secondary institutions and armed services recruiters. If you do not want this information sent, please notify the school in writing by September 30. In this case we will release directory information only on your student. As per MSAD #6 policy, "Directory Information" may include the student's name, school activities, awards, and height and weight when appropriate for athletic events. Bonny Eagle High School will release "Directory Information" to the news media and for such publications as the school yearbook and programs for student activities. The school also forwards educational records to any school that a student seeks or intends to enroll upon the written request via signature on a release of records form by the parent or guardian.

## **State Testing Requirement**

Maine State Law requires that all third-year high school students take designated assessments. Our school must achieve 95% participation rate. For this reason, please do not plan family vacations during scheduled state testing.

## **Yearbook Guidelines**

The purpose of the yearbook is to tell the story of each school year. The yearbook is a representation of our school and its students and it is important that it include only respectful and appropriate photos and materials. The yearbook also serves as a hands-on learning tool for the yearbook staff made up of students and yearbook advisors. They have the responsibility of putting out this information in a clear, meaningful and non-controversial manner. In order to further the above goals, the following guidelines have been established concerning the inclusion of all content and photos in the school yearbook:

1. The yearbook is a school publication and is subject to all school and School Board policies, state and federal laws and regulations.
2. The yearbook is not a public forum. Inclusion of a photograph or content in the yearbook is considered a privilege, not a right.
3. Segregation and/or discriminatory depictions of students shall be prohibited in the yearbook. Students that qualify for special education on the basis of disability will not be depicted separately in the yearbook. Consistent image formats shall be followed for every class and for every student.
4. Nothing shall be published in the yearbook that is libelous, slanderous, obscene, profane or copyrighted; no content shall be published in the yearbook if it advocates or promotes illegal activities, advocates or promotes gangs or gang-related activities or may cause a material and substantial disruption to the school.
5. Clothing, gestures or props, which are considered inappropriate in school (including but not limited to display of props that are prohibited from school property such as firearms, other weapons, drugs, alcohol, or tobacco) are not appropriate for publication in the yearbook.
6. Students submitting a photograph for inclusion in the yearbook will ensure that their clothing is in compliance with the Dress Code found in the Student Handbook.
7. No content or photos shall be included if doing so would likely have the purpose or effect of interfering with any student's academic performance or any employee's work performance. Content that is reasonably likely to create a hostile, intimidating or offensive educational or working environment will not be permitted. Purchasing a yearbook does not entitle the purchaser to any guarantees or rights regarding the book's content.

Additionally, senior photo submissions to the yearbook will observe all guidelines listed above, and will include only the senior student. No additional persons will be included in the photos aside from the senior. The district administration reserves the right to reject content and photos that do not comply with these guidelines. If a student disagrees with the decisions regarding the content of the yearbook, the student may appeal to the Superintendent. The decision of the Superintendent shall be final. In the event that an error or inappropriate content is inadvertently included in the yearbook, the district reserves the right to redact the offending content prior to distribution. This may include removing an entire page, placing a revision sticker over the content, or other similar correction methods.

## **II. CO-CURRICULAR ACTIVITIES**

### **Co-Curricular Activities Offered at BEHS**

Band, Jazz Band,	Foreign Language Honor Societies	Newspaper-Eagle Times
Pep Band, Jazz Choir	History Club	Outing Club
BEGSTA (Gay/Straight/Transgender Alliance)	International Club	Pi-Cone Math Team
Bonny Eagle TV (BETV)	Key Club	Quest Club
Chorus, Select	Model U.N.	Ski Club
Civil Rights Team	National Honor Society	Student Council
Drama Club	Natural Helpers	Yearbook

Each student has the opportunity to join many co-curricular activities. Students with questions should see the activities director. It is possible for students to request any new club or activity if enough students have an interest, a faculty sponsor is available, and facilities can be provided. Requests for new groups should be submitted to the activities director.

## **INTERSCHOLASTIC ATHLETICS RULES AND REGULATIONS**

For the purposes of this policy, the sport season is defined as the time period from the opening date of the sport until the date of the last contest of the season, as defined by the Maine Principals' Association (MPA). Students can transfer from one sport to another only with the permission of the athletic director, but not after the first scheduled contest during that sport season. All participants must have an updated physical examination within the last two years from the start date of the sports season participating in. Students must purchase school insurance or have parents/guardians sign the insurance waiver form.

**Academic Eligibility:** In order to participate in interscholastic athletic activities (including try-outs, practices, scrimmages, exhibition games, competitions, tournaments, or other activities):

1. Upon the release of grades at the end of each trimester, the athletic director will notify student-athletes who have not met full eligibility requirements.
2. A student-athlete must pass a minimum of four classes in the previous grading period to be eligible. A student-athlete who does not successfully pass four classes will be deemed ineligible until the next report card is issued.
3. A student-athlete who is enrolled in five classes, but fails/does not meet proficiency in one class, will be placed on probation. The athletic director will meet with the student-athlete to review the terms of the probationary contract. This document outlines the expectations and requirements for successful completion.
4. A student who fails/does not meet proficiency in one of the five required classes may return to eligibility by participating in an intervention program designed to get the student on track to pass or demonstrate proficiency on all expected standards by the end of a course, learning experience, or grade level. Intervention programs include all applicable in-school, out-of-school and vacation intervention programs, including credit recovery and summer school. The work completed in the intervention program must be done in a two-week period.
5. A student-athlete on probation will have grades verified every two weeks, for a period of six weeks, effective when the contract is signed. Probationary students must be passing/meeting proficiency in all current classes at each grade check to remain eligible. During the first two weeks of this process, a student-athlete may participate in all team activities except interscholastic competition, including scrimmages. If the student-athlete is passing/meeting proficiency in all current classes after the first two-week grade verification, they may fully participate in all activities, including interscholastic competition. After the six-week grade verification, a student-athlete passing/meeting proficiency in all current classes will have successfully completed the probationary contract. All grade check verification sheets will be submitted to the athletic director.
6. Incoming freshmen will be considered eligible until the end of the first grading period.
7. Eligibility of transfer students will be determined by the principal and for the interscholastic activities, the principal and/or athletic director.
8. Appeals Process: A student found academically ineligible will have the opportunity to appeal that decision through the athletic director.

Parent Permission for Student Athletes: Before participating in the tryout or first practice, a student must provide his/her coach with (1) a permission form signed by his/her parent or guardian; (2) a parent or guardian-signed form acknowledging and accepting the risk of injury that may occur as a result of participation; and (3) a medical emergency card by which parents or guardian give their permission for the student to be treated by medical personnel in the event of an injury.

### Sports Physicals and Insurance

A sports physical will be required before a student may participate in, or try out for, interscholastic athletic activities. The student must submit to the school nurse proof of a sports physical performed prior to participation or trying out. Thereafter, a student participating in sports must have a sports physical every other year.

For years between required sports physicals, the student must submit a completed health information questionnaire to the school nurse. If, on the basis of information submitted, the school nurse questions whether the student should be allowed to participate, the school nurse will refer the student to his/her health care provider for further examination.

All students must demonstrate evidence of health insurance coverage before participating in athletic activities. If the student is not insured by a family insurance policy, school insurance will be available at the student's expense.

Return to Play: Any athlete whose doctor or physician has restricted play must obtain permission from that doctor or physician's office before the student is allowed to return to play. Athletes who sustain a concussion must follow procedures outlined in policy JJIF – Management of Concussion and Other Head Injuries.

Attendance: A student-athlete, during their season, who is absent from school, dismissed early or misses any part of the day may not participate in athletic programming that day (including practices, scrimmages or in-season and post-season contests). Exceptions exist only if the principal/or athletic director has approved the absence/dismissal in advance or a student arrives late to school with a professional note making the absence, tardy or dismissal excused. This is pursuant to our Athletic Policy (JJIA)

Drug and Alcohol Use: The following behaviors by BEHS students participating in interscholastic athletics are prohibited:

- a. The consumption, possession or illegal transportation of alcoholic beverages;
- b. The use and/or possession of tobacco products; or
- c. The use and/or possession of unlawful drugs.
- d. Participation in events where students are illegally using drugs and alcohol.

Any student athlete who commits one of the above acts on or off school property at any time during a sports season will be suspended for ten (10) days and must agree to undergo an assessment program with our substance abuse counselor before resuming participation in a sport. A second offense will make the student ineligible for the remainder of the sport season.

Transportation: BEHS provides transportation to and from all athletic contests in which we participate. Students are expected to ride the bus to and from away contests. Only in case of an emergency or prior approval from an administrator or athletic director may a student ride with a parent. Students seeking prior approval should complete a transportation permission form and submit it to the athletic director 24 hours in advance of the contest. Under no circumstances are student athletes permitted to ride with other students or to drive themselves to contests.

Hazing: Hazing (nor injurious hazing) which will be interpreted as any act whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his or her dignity as a person will not be tolerated. Reported incidents will be investigated promptly and in a manner that protects the right of the person(s) filing the complaint, the person complained against, and the school. Student athletes who participate in such actions will be subject to discipline by the coach and/or athletic director.

Sportsmanship: BEHS athletics along with the SMAA strongly advocates sportsmanship – this means treating opponents and officials with courtesy and respect, cheering for your team and not against the other team, and using appropriate language and behavior.

### **Activity Buses & After School**

Staying after school is a privilege. Only students who stay after school under the supervision of a teacher, coach, administrator, or other staff member may be in the building after 2 p.m. After activities begin, students who stay after school for a sanctioned activity may ride the 4:05 pm activity bus home provided that they have **an activity bus pass signed by the coach, club advisor, or other staff member who was responsible for supervising them from 2:00 to 4:00, and stamped by the after school duty teacher or go to the Library, if not with a teacher or coach.** Activity buses run Monday through Thursday and do not make all of the regular bus run stops but are instead fewer and further between. Students are urged to take advantage of these buses to participate in extra-curricular activities and to stay for extra help and make-up work. Students should notify parents that they plan to arrive on the activity bus. Please check with the transportation department at 207-642-4863 for more information regarding activity bus runs. Students must ride on their assigned activity bus only.

### **Student Council**

The Student Council represents the student body. Each Advisory Group elects a representative to the Student Council, and this body chooses its leadership from its elected representatives. The Student Council meets once a month and acts as a liaison between the student body and the administration. The Student Council addresses student problems and questions, and works with the administration to resolve conflicts. The Student Council also plans many of the activities of the school, such as Spirit Weeks, assemblies, Veteran's Day Remembrance, and community service projects. The main purposes of the Student Council are as follows:

1. To promote the general activities of the school
2. To bring student concerns to the administration
3. To educate the students in the Parliamentary Procedure
4. To teach the students the values of working in a democracy

### **III. DAILY PROCEDURES**

Many of the procedures listed in the BEHS student handbook are guided by MSAD #6 School Board policies. If there should be a conflict between this handbook and District policy, policy will govern the issue in question. These policies are available on the District's web page, in the Superintendent's Office, or in any MSAD #6 Principal's Office.

Board policies, administrative regulations, and school rules apply to students on school property, or while in attendance at school or any school sponsored activity. These also apply when conduct of a student at any time interferes with the operations, discipline, or general welfare of the school.

#### **Attendance Policy (Currently under review)**

All students are expected to be in school and in their regularly assigned classes and/or study halls every day. At Bonny Eagle High School we value class attendance and see it as a vital piece of a student's academic success. When students miss class, they miss an integral piece of their education, and that classroom participation and instruction cannot be replaced. Maine State Law states any student under the age of 17 who misses 7 consecutive school days or 10 accumulative days will be considered truant. Once these numbers are met, the Dean of Students will send a truancy letter to the family and conduct a truancy meeting. These meetings will provide the family and student with the proper support and resources to correct their attendance. If the student continues to miss school, then a second letter will be sent by the Superintendent's office. A meeting will take place at the MSAD 6/RSU 6 Central Office and will offer more intensive interventions. If the student continues to miss school, then legal action will follow.

When a student is absent, a parent/guardian should call the school prior to 9:00 a.m. to report the absence. Please call the school office at 207-929-3840. If a student needs to be dismissed, please send a note with your signature in the morning and ask him or her to get a dismissal pass from the Main Office upon arrival to school. With this dismissal pass, he or she can go directly out from the school, if being dismissed by a parent via phone call, students will need to check in with the office before they can leave. Students may not be dismissed from school via phone call or parent drop-in between 1:45pm and 2:00 pm unless it is an emergency.

As a result of Maine State Law the following are considered excused absences:

1. Personal illness
2. Appointment with health professional that must be made during the regular school day
3. Observance of a recognized religious holiday when the observance is required during the regular school day
4. A family emergency
5. A planned absence for a personal or educational purpose, which has been approved by the supervising principal

Students who accumulate seven absences (unexcused, excused or parent call) during a trimester (or three consecutive unexcused absences) will meet with the dean of students and an attendance contract will be developed. Student participation and attendance is reflected in the BEHS Habits of Work and is reported for each class on the report card.

BEHS will allow no more than 5 unexcused absences per trimester. If a student is ill for more than five days in a trimester, then medical documentation to support these absences will be required. After 5 unexcused absences, a parent phone call to excuse the absence will no longer be accepted. The administration reserves the right to request documentation to support all absences. To be counted as attending a whole school day, the student must attend 3 out of 5 complete classes.

A student who is tardy to class or study hall will be dealt with by the teacher involved. A student who accumulates 3 tardies or 3 dismissals in a class may receive an absence for that class. If a student is more than 30 minutes tardy to a class, or is dismissed more than 30 minutes early it will be counted as an absence.

\*\*Students who are absent from a class or for the entire day for a reason, which according to state law (see above) are excused, must notify the main office or the Dean of Students to be credited with an excused absence. We are now using an Automated Call system, to report students that miss any class during the day.

### **Tardiness**

Students arriving late to school must report to the Main Office prior to reporting to class to correct their attendance record. If a student is tardy or absent (unexcused) more than 3 times per trimester at the beginning of the day, an office detention will be assigned.

The following reasons will be considered an excused tardy: Legal or Medical Appointment, Family Emergency and Religious Observance.

Student athletes may not be absent or tardy (unexcused) for any portion of the day. Otherwise they may not participate in practices or contests.

### **Early Dismissal/Late Arrival**

A parent/guardian request for early dismissal or late arrival must be explained in writing and be approved by the principal. Juniors and seniors may apply for early dismissal or late arrival privileges.

### **Automobiles and Parking**

As a result of the limited number of parking spaces, only juniors and seniors in good standing will be allowed to bring a vehicle to school. All student vehicles must be properly registered online. Students must park in designated student parking areas in order to avoid school consequences, including loss of parking privileges, tickets or towing fees. During an evacuation students are not permitted to go to their vehicles.

Students driving to school must practice the common courtesies of good driving and parking. Violation of parking regulations will result in loss of parking privileges, and could result in the vehicle being towed at the driver's expense. Reckless driving or habitual disregard for parking regulations can result in suspension from school and/or loss of parking privileges. Students must leave their vehicles immediately upon parking and cannot return to their cars during the school day without office permission. Vehicles must be locked.

Bonny Eagle High School is not responsible for any damage to or the contents of any vehicle parked on campus. Students who cut classes and/or leave school grounds without permission, or enable other students to leave campus, may lose their parking privileges. **A reminder: the speed limit in the parking lot is 10 mph, and it is illegal to pass a school bus which has its red flashing lights on.**

**Vehicle decorations that marginalize others, depict bias, advertise or advocate sex, alcohol, drugs, tobacco, gang affiliation, weapons or illegal activity are not allowed in the school parking lot.**

### **Change of Contact Information**

Students with changes of address or telephone numbers, etc., are asked to report these changes in writing to the registrar as soon as possible. It is imperative that each student returns an updated emergency form to his or her Advisory teacher to be kept on file in the office in case a parent needs to be reached during school hours.

### **School Announcements**

School announcements will be read in the morning at the beginning of Block I. School announcements are posted on the BEHS web site: [www.bonnyeagle.org/BonnyEagleHS](http://www.bonnyeagle.org/BonnyEagleHS)

### **Dances, Homecoming and Prom**

Attendance at these activities, like other after-hours events, is a privilege, not a right. Approval to attend may be taken away if the student or guest has not been a good school citizen, has behaved inappropriately, is habitually truant, is not in school that day, or if the school administrators have reason to believe that the student's or guest's attendance is not in the best interest of other students, staff, or chaperones.

1. Students leaving may not return.
2. Students should respect each other at all times.
3. Guests are allowed to attend if the guest is a student in good standing at another school, and the permission form is signed, submitted to, and approved by an administrator three (3) days prior to the dance.
4. No guests over 20 years of age.
5. No one may arrive one hour after the event begins, unless arrangements have been made with administration
6. No middle school or elementary students.
7. Tickets will not be sold at the door.
8. Students must exhibit appropriate school behavior while on the dance floor and follow current dance guidelines. Students may not dance in a way that is not respectful to his/her partner or classmates (i.e. grinding) All other school rules will be followed.
9. The principal must approve chaperones.
10. Misconduct at dances may result in loss of the privilege of attending other school-sponsored activities.
11. Dances will end no later than 10:30 pm.

**ANY STUDENT WHO VIOLATES THESE RULES WILL NOT BE ALLOWED BACK AS A GUEST AT FUTURE DANCES.**

### **Fire Drills, Evacuations, Lockdowns & Lockouts**

Fire drills, evacuation drills, lockouts & lockdown drills are held periodically. All students must maintain good order during the procedure. Follow the instructions posted in each classroom and adhere to instructions given by your classroom teachers. Students should stay with their classroom teacher while outside, and are not allowed to enter any vehicle. Students who do not follow staff directions during a drill or emergency situation may be suspended from school for up to 10 days.

**Cell phone use is prohibited during these events.**

**\*\*Any student who is uncooperative during an evacuation, lockdown or lockout will be suspended for up to ten days, and may face expulsion\*\***

### **Hall Passes**

Corridors must be kept quiet for the benefit of those in class. Some corridor traffic is justified. However, loud talking, loitering, and banging of locker doors are prohibited. Students are not to be out of study hall or class without a written pass from a teacher. Teachers and study hall monitors may limit students out of the room at any time.

### **Insurance**

School insurance is available to all students at a moderate rate. The purchase of this insurance is on a voluntary basis. It is recommended for all students.

Students participating in interscholastic athletics must either purchase school insurance or have their parents sign a waiver form.

Accidents should be reported immediately to the supervising teacher or coach.

## **Student Computer and Internet Use and Internet Safety**

Maine School Administrative District 6's (MSAD 6) computers/devices, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules (IJNDB-R) also apply to laptops/devices issued directly to students, whether in use at school or off school premises. Students are allowed to use privately owned computers/devices at school with prior authorization, provided that they comply with this policy and the accompanying rules.

Compliance with MSAD 6's policies and rules concerning computer/device use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer/device privileges limited, suspended or revoked. The building administrator will have the final authority to decide whether a student's computer/device privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

MSAD 6 computers/devices remain under the control, custody and supervision of the district at all times. Technology protection measures are in place and are used for all Internet access. Computer/device and Internet activity by students and adults monitored according to district policy. Students have no expectation of privacy in their use of school computers/devices, whether they are used on or off school property.

MSAD 6 utilizes filtering technology designed to block materials that are obscene or harmful to minors, including pornography. MSAD 6 takes precautions to supervise student use of the Internet and has a plan for the education of minors about appropriate Internet Use, online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response, but parents should be aware that MSAD 6 cannot reasonably prevent all instances of inappropriate computer/device use by students that may violate Board policies and rules, including access to objectionable materials and communication with persons outside of the school.

Students and parents will be informed of this policy and the accompanying rules through handbooks, the school website and/or other means selected by the Superintendent. Parents who do not wish for their student to have Internet access will need to notify the principal in writing.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying procedures. Additional administrative procedures or school rules governing the day-to-day management and operations of MSAD 6's computer system may be implemented by the building administrators or Technology Director, consistent with Board policies and rules.

Cross Reference: EGAD – Copyright Compliance

EGAD - R - Copyright Compliance Rules

GBEB – Staff Conduct with Students

GCSA - Employee Computer and Internet Use

IJNDB-R - Student Computer and Internet Use Rules

JFCK - Student use of Cellular Telephones and Other Electronic Devices

JIC - Student Code of Conduct

JICIA – Weapons, Violence, Bullying & School Safety

JICK – Bullying

Legal Reference 47 USC § 254(h)(5) (Children's Internet Protection Act)

P.L. No. 110-385 (Protecting Children in the 21st Century Act)

### **Damage to Laptop Computers:**

Students will be invoiced in accordance to IJNDB-R for damages not covered under manufacturer's warranty. Once damage has been documented by a third party vendor student's will receive an invoice from the Director of Technology. Students will not be re-issued their MLTI device until payment has been received or payment plan has been established.

Invoice structure:

- \$100 first damage
- \$250 second damage
- Total cost of repair for third damage
- \$400 for liquid spills
- \$400 for units that have to be replaced due to extensive damage

Invoice letters, will be sent by the Director of Technology, as soon as a damage report is received, by a third party vendor. Follow up letters will be sent if payment is not received or the family of the student has not contacted the school or Technology Department to set up a payment plan after 30 days.



## **Library** *"Building a Community of Thinkers"*

The library welcomes all students to use the library for research and reading enjoyment. The collection provides a large variety of books and magazines that are available in print and electronic formats, as well as access to a variety of online databases.

Students may borrow up to three items at a time for three weeks and can be renewed up to three times. Overdue items are fined 10 cents a day. It is the responsibility of the student to replace or pay for any lost, stolen, or damaged items.

The library is open from 7:00-3:30 Monday through Thursday and 7:00-2:30 on Fridays. Anyone may access the online resources at anytime through the library web page.

Students are welcome to come to the library after school to work on homework, research, or read on days when there is an activity bus. When doing so, students must come to the library before 2:15. Otherwise they need a pass from the teacher or coach that they were with.

Due to demand, reservations are necessary for study halls. Students must come to the library before their study hall block to have a pass signed by the library staff, and then signed by the study hall monitor at the beginning of the study hall block to be admitted to the library. All other students wishing to come to the library during school must have a pass from their teacher. No reservations are needed before or after school.

## **Lockers**

Lockers remain the property of the school, and should be locked at all times. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. The school, for any reason, may conduct periodic inspections of lockers at any time. Students are responsible for the contents of their locker. The care and upkeep is also the responsibility of the student to whom the locker is assigned, therefore lockers should not be shared. Students should report locker problems to the Main Office. The student should use no locks other than those already provided for the locker unless the principal has given permission.

## **Lost and Found**

Students who find lost articles are asked to take them to the Main Office before or after school. Lost articles that are not claimed within a reasonable time will be given to the Goodwill Industries.

## **Personal Property**

All students are responsible for their personal property. The school is not responsible for lost or stolen items. Students bring valuables to school at their own risk.

## **Posters**

Posters or advertising may be posted only with the approval of an administrator. Posters must be placed in approved areas only and removed within a reasonable time after the event.

## **School Nutrition Program (Breakfast & Lunch)**

How can children qualify for free or reduced price school lunch?

Children can qualify for free or reduced price school meals based on household income and family size. Each year your child will be sent home with a Free and Reduced Meal Application from MSAD #6. We encourage families to apply at the start of every school year. The income guidelines change each year and you may be eligible for this service.

To see the current Income Eligibility Guidelines, please visit: <https://www.fns.usda.gov/school-meals/income-eligibility-guidelines>. Children may be determined "categorically eligible" for free meals through participation in certain Federal Assistance Programs, such as the Supplemental Nutrition Assistance Program, or based on their status as a homeless, migrant, runaway, or foster child. Children enrolled in a federally-funded Head Start Program, or a comparable State-funded pre-kindergarten program, are also categorically eligible for free meals.

<https://www.fns.usda.gov/> USDA is an equal opportunity provider and employer.

## **School Resource Officers**

A Cumberland County Sheriff Department officer serves in the capacity of school resource officer. This officer works in partnership with the faculty and administration to provide a safe and secure atmosphere within the school and on school premises. Responsibilities include acting as a resource in classes, assisting with legal situations, which may arise, and seeing to the safe and orderly management of the school.

## **Skateboarding, Roller-Blading, Roller Skating and Bicycles**

For health and safety reasons, skateboarding, roller-blading, roller-skating and bicycling for recreation is not permitted on school grounds. Skateboards and hover boards should not be brought to school. They are not permitted on campus. Students may ride their bicycles to school as a means of transportation.

## **Study Halls**

If you choose this, as one of your five classes please be aware that "Study Hall" is an assigned class and will be treated as such by all involved. All students have the right to a quiet environment in which they are able to accomplish their academic goals. Respect for the rights of your fellow classmates will be expected at all times. All study halls will be "Quiet Study Halls". Attendance and tardy rules that pertain to other classes will be in effect.

## **Textbooks, Equipment, Supplies, etc.**

It is the responsibility of Bonny Eagle High School to provide the materials and textbooks required of students to successfully complete all programs within the regular school curriculum. It is the responsibility of the student to see that textbooks and other materials loaned to him/her are returned in a condition consistent with the way it was received. Students will be asked to pay for lost and damaged books and materials. Replacements during the year will not be made unless the material is paid for. All outstanding fees must be paid before a student can be issued a replacement. Students who have unpaid fees may not be allowed to participate in graduation exercises.

## **Telephone Use (Classrooms & Offices)**

The use of school phones may be used with the permission of a teacher or administrator. The phones in the classrooms may be used only with the permission of the teacher. If a student is disruptive, the privilege to use the phone will be revoked.

## **Visitors**

Parents are welcome to visit school facilities or classrooms. However, for the protection of all persons, a visitor's pass must be obtained from a school administrator or the receptionist who may request proper identification. We discourage student visitors to our school unless prior approval is received from a school administrator. Students planning future attendance may make an appointment through the Student Services Office (formerly known as the Guidance Office) and will be given a mini-tour during the school day. Parents/guardians wishing to meet with school personnel are requested to call for an appointment.

## **Wellness Policy**

MSAD 6 recognizes that student wellness and good nutrition are related to students' physical and psychological well-being and their readiness to learn. The Board of Directors is committed to providing a school environment that supports student wellness, healthy food choices, nutrition education and regular physical activity. The Board of Directors believes that students who learn and practice healthy lifestyles in their formative years may be more likely to be conscious of the importance of good nutrition and exercise as adults and reduce their risk of obesity, and the possible onset of related illnesses. Wellness Goals:

### Healthy Eating:

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day. Specifically, this policy establishes goals and procedures to ensure that:

1. Schools will provide quality nutrition education that focuses on the skills students need to develop and maintain lifelong healthy eating behaviors;
2. Nutrition education will continue to be updated and integrated into other subjects as appropriate to complement, not replace, the health education program
3. Students in the District have access to healthy foods throughout the school through reimbursable school meals in accordance with federal and state nutrition standards and schools will also encourage maximum participation in school meal programs;
4. Administrators and staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school.
5. Parents will be expected to provide nutritionally sound snacks and/or non-food items from home for classroom parties, celebrations, or events;

### Physical Activity:

1. The physical education program will provide students with the knowledge and skills needed to be physically fit and take part in healthful physical activity on a regular basis; Page 1 of 11 MSAD 6 NEPN/NSBA CODE: JL
2. Physical education classes will keep all students involved in purposeful activity for a majority of the class period;
3. Physical education classes will provide opportunity to learn for students of all abilities;

4. The District will provide a physical and social environment that encourages safe and enjoyable physical activity and fosters the development of a positive attitude toward health and fitness throughout the school day;
5. Appropriate professional development will be provided for physical education staff and other staff involved in the delivery of such programs.
6. The schools will encourage parents to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

## **IV. DISCIPLINE PROCEDURES & POLICIES**

The discipline code of BEHS is based upon the premise that all students have a right to an education in a safe environment. All teachers have the right to teach; all students have a right to learn, and no one has the right to disrupt that process. Those who do will face disciplinary consequences.

### **Student Code of Conduct**

Ethical and responsible behavior is an essential part of the education mission of our schools. To that end, the School Board has developed this System-Wide Code of Conduct with input from school, staff, students, parents, and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly, and respectful learning environment.

### **Standards for Ethical and Responsible Behavior**

The Code of Conduct is intended to support and encourage students to meet the following statewide standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

The rules of BEHS 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. Each student should:

1. Be courteous to fellow students, staff, and visitors
2. Respect the rights and privileges of other students and school staff
3. Obey all School Board policies and school rules governing student conduct
4. Follow directions from school staff
5. Cooperate with staff in maintaining school safety, order, and discipline
6. Attend school regularly
7. Meet school standards for grooming and dress
8. Respect the property of others, including school property and facilities
9. Refrain from cheating or plagiarizing the work of others
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency

Violations of this Code may result in disciplinary action. Consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct, detentions, in-school suspensions, out-of school suspensions, and up to expulsion for the most serious offense. Behavior that also violates the law may be referred to law enforcement authorities.

Faculty and staff are responsible for discipline in all areas of the school. They may assign any reasonable penalty. Discipline is one of the most important lessons taught through education. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

### **Detention**

Students who violate school rules may be assigned to an after school detention. Failure to attend will result in an in-school suspension as well as serving the assigned detention. The only legitimate reason for missing after school detention will be medical or dental appointments, or situations receiving prior approval from an administrator. After school detention will run from 2:15 PM until 4:00 PM Tuesdays and Thursdays. Students will not be allowed to report late for after school detention. If a student is disruptive in the detention hall or needs to be removed for any reason, s/he will be suspended from school in addition to serving the detention assigned.

## **Suspension**

Suspension is the exclusion of the student from attendance in class. In some instances, such as being outside or leaving grounds without permission on the first offense, students may receive an in school suspension. Violating the in school suspension contract will result in an out of school suspension.

Whenever an out of school suspension occurs, a student/parent/administrator conference may be required upon return. Suspended students are not allowed on MSAD #6 property for the duration of the suspension. Nor may they participate or attend any co-curricular or athletic activity.

A student who is suspended from school for a violation occurring at an extra-curricular activity may be suspended from attending any extra-curricular activities for the remainder of the school year. If a snow day occurs during a student's suspension, a day will be added to the student's suspension

Examples of infractions that may result in a suspension up to ten days and a referral for expulsion include, but are not limited, to the following:

- Insubordination or disrespect, theft, vandalism, fighting, cheating, assault, harassment / bullying, threat to life, bomb threat, possession, use, sale, or being under the influence of drugs or alcohol, bringing a weapon to school or possessing a weapon on school grounds, causing the evacuation of a public building, or making or having knowledge of an explosive device at school.
- In certain cases an alternative educational placement of 45 days is allowed under special education regulations.

Any student suspended three (3) times during the school year may need to meet with the Assistant Superintendent for possible referral to the Superintendent of Schools and the MSAD #6 School Board for expulsion.

## **BEHS In-School Suspension (ISS) Guidelines**

- Students assigned to ISS must report to the ISS room by the 7:30 bell or face additional consequence
- ISS will last from 7:30 am until 2:00pm. (Students who are assigned ISS for skipping detention may be assigned to stay until 4:00pm to make up missed detention time.)
- Students assigned to ISS must turn in all electronic devices at the beginning of the day. This includes cell phones and other electronic devices. These will be secured and returned at the end of the day. Students who refuse to cooperate by turning in devices may be removed from ISS and subject to further consequences.
- Students are expected to bring academic work to do and to work or read quietly
- Students in ISS may not leave to get work from their classes or run other errands unless escorted by the ISS monitor.
- Students in ISS must complete a Behavioral Reflection Sheet. Refusal will result in additional consequence(s).
- Students cannot leave to participate in any classes without administrative permission in advance
- Students who leave ISS without a pass or who are asked to leave ISS due to disrespect or disruption will be assigned additional consequences including out-of-school suspension.
- Students will eat lunch in the ISS room.
- Only students who have an ISS may be in the ISS room
- An In-School Suspension does not count as an absence from school (see Attendance Policy). PATHS, WRVC, and Bonny Eagle High School all recognize the suspensions assigned by each. Therefore any vocational student suspended from BEHS is suspended from their vocational program, and vice versa.

## **Expulsion**

Only the School Board may expel a student. Students may be brought before the School Board for an expulsion hearing after any suspension for fighting, violating any MSAD 6 substance abuse or weapons policy, or **after three suspensions of any type**. Any student who causes an evacuation via a bomb threat or fire alarm or knowingly aids in such a threat will also be recommended to the School Board for an expulsion hearing.

Students expelled from BEHS may not be on any MSAD #6 property until they have appeared before the School Board and received permission to re-enter school. According to Maine State Law, a school system may honor any suspension or expulsion of a student expelled from another school.

Expulsion is a permanent circumstance overturned only by the School Board during a re-entry hearing.

**\*\*\*Depending on the severity of the infraction, the administration may opt to increase the prescribed consequence. Anytime an infraction of school rules also involves illegal activity, such as theft or assault, legal charges may be pressed against the student.**

## **Affectionate Behavior**

Public displays of affection beyond holding hands are inappropriate for school or school activities. Please do not embarrass yourself, your peers, or your teachers by violating this policy. Bonny Eagle High School discourages any inappropriate physical contact. Violation of this policy may include a referral to Student Services, parent contact, or administration, and additional consequences.

## **Bullying**

Bullying is defined as behavior, including unwanted physical contact, acts or communications of any kind that:

- Damage a student's property; place a student in reasonable fear of physical harm and/or damage to his/her property; and/or disrupt the instructional program or the orderly operation of the school; and/or
- Is so severe that it creates a hostile environment for the student who is bullied

Principals will consider the time, place, and manner of each offense. After a proper investigation and in accordance with applicable state and federal laws, they may discipline, suspend, and/or recommend for expulsion students who violate this policy. The BEHS Bullying/Harassment Rubric will be used to assign consequences. Reference: JICK – Bullying

## **Cell Phones and Other Electronic Devices**

The School Board recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process or violates School Board policies or school rules. MSAD #6 is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop, with input from administrators, any school rules necessary to implement this policy.

Student cellphones and other personal electronic devices must be off and out-of-sight during instructional time. (Cell phones may be used during lunches and between classes.) Teachers may confiscate cellphones from students who violate this rule. Repeated cell phone violations may result in additional consequences including detention or the development of an action plan.

## **Dress Code**

Most neat appearing clothing is acceptable for school wear. Any clothing that distracts, disrupts, or is inappropriate will not be permitted. All shirts and blouses should cover the midriff and from "armpit to armpit" across the chest. (Low cut shirts and blouses are not appropriate for school.) Avoid exposing undergarments or skin. Shorts and skirts should be of reasonable, modest length (mid-thigh or below).

Any clothing with large holes tears or cut out sides, which expose skin, is also inappropriate. Any clothing or other items such as key chain tags with questionable or vulgar messages or which advertise or advocate sex, alcohol, drugs, tobacco, gang affiliation, weapons or illegal activity will not be permitted. Phrases or symbols that marginalize others or depict bias are also not permitted. This includes confederate flags and swastikas.

Hats and other non-religious head coverings are allowed in common areas at administration's discretion. They may not be worn in the classroom or auditorium. Hoods and sunglasses are not allowed at any time. (Religious head coverings are allowed at all times.) Jewelry that is inappropriate such as spiked collars, or bracelets, long, heavy chains, etc. will not be allowed.

Students who are not appropriately dressed will be asked to change. A student who violates the dress code after being warned will be assigned further consequences (i.e.: detention.) Students who refuse to comply will be referred to the office.

## **Drug and Alcohol Policy**

The use of alcohol and the abuse of drugs are illegal for public school students and constitute major health problems in our society. The prevention of alcohol and drug abuse in the MSAD #6 schools is an important goal of the school system for legal and educational reasons. Such abuse disrupts the educational program and threatens the health and safety of students, employees, and visitors in the schools. Consequently, the possession, use, transfer, or being under the influence of alcohol or drugs by any person on school property including buses, on school trips, or at any other school activity shall constitute a serious violation of School Board policy. The sole exception, if approved in advance by the principal or his designee, shall be the proper use of medication prescribed by a physician, but the taking of such medication at school shall be discouraged whenever practical and reasonable. Violators of this policy shall be disciplined in a manner appropriate to the nature and severity of the violation. Students possessing, distributing, or ingesting prescription medication that is not prescribed for them, will be considered in violation of the substance abuse policy.

The term "drugs" shall include, but not be limited to: 1. Any substance, which can influence one's consciousness or awareness; and 2; any scheduled drug as defined in Title 176-A, Maine Revised Statutes Annotated, and Chapter 45.

The statutory reference is the same one used in 20-A MRSA 1001(9) in defining for what acts students may be expelled. For the purposes of this policy "look-alike drugs or substances which students believe to be drugs are included here.

All employees are required to report evidence of violations of this policy to the principal of the school(s) to which the suspected violator(s) are assigned. Principals shall notify parents of any substantial evidence, which they receive indicating that their child is involved with illegal drugs or alcohol.

**Students found to be in possession of drugs or paraphernalia, or under the influence of drugs or alcohol on school grounds, at school sponsored activities, or on school trips shall be suspended from school for a period of five (5) to ten (10) days and may undergo an assessment program with our substance abuse counselor upon returning to school.**

### **Distributing or Second Offense**

In addition to the suspension of ten (10) days, when the Superintendent of Schools believes that there is sufficient evidence to indicate that a student has violated this policy two or more times in a school year, or that a student has been guilty of distributing drugs and/or alcohol to others in any manner, the Superintendent may refer that student to the School Board for a hearing to consider the imposition of further discipline as appropriate, including expulsion.

### **Fighting and Physical Touching**

Severe, immediate disciplinary action will be taken against individuals who participate in a fight or encourage it in any way. Absolutely no disruptive behavior of this kind will be allowed because it infringes and reflects upon the educational process. Students who carry rumor information back and forth, which instigates others to fight, and/or take or post videos of the fight, will face penalties up to or equal to the combatants. The penalty for this unacceptable behavior is suspension for a period of up to 10 days for the first offense. If a student is involved in a fight, in addition to a 10-day suspension, a referral may be made to the Superintendent and a possible recommendation made for expulsion.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject. The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action - or lack of action - on the part of the Superintendent as he/she carries out the provisions of this policy that individual or organization may appeal to the School Board. The ruling of the School Board, with respect to the provisions of this policy, shall be final.

### **Hazing**

Maine statute defines injurious hazing as "any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school." It is the policy of the MSAD #6 School Board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of MSAD #6 shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities.

Persons not associated with MSAD #6 who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, students, and all other employees who fail to abide by this policy, may be subject to disciplinary action that may include suspension, expulsion, or other appropriate measures. In the case of an organization affiliated with MSAD #6 which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

## **Outside Without Permission/Leaving School Grounds**

Bonny Eagle High School does not have an open campus. Students may not go outside or leave school grounds during the school day. Students who leave school grounds or who are outside without permission are subject to disciplinary action and may be searched. For example, students who need to get something from a vehicle in the school parking lot must get prior permission from a school administrator.

## **Plagiarism & Cheating**

Plagiarism is stealing. If you try to pass off as your own the ideas, works, or writings of another, you are plagiarizing. Whenever using the work of others in your assignments, be sure to cite your sources.

Students who are caught plagiarizing (first offense) will be required to re-do the assignment and may receive a detention, an in-school suspension and a reduction in score. Continued infractions may result in consequences that range from loss of credit for the assignment or course to suspension or expulsion. Parents and school authorities will be contacted.

Students who cheat on assignments by sharing or copying answers/work are subject to school discipline. Consequences may range from loss of credit for the assignment or course to suspension or expulsion. Students who provide or share answers with another student are subject to the same consequences as the student who hands in the copied work as their own.

## **Sexual Harassment/ Intimidation**

Bonny Eagle High School recognizes the right of every student or employee to attend/work at school in an environment free of intimidation, ridicule, hostility, and offensiveness.

In order to insure such an environment exists, no student/employee shall harass another student/employee on the basis of race, color, sex, religion, sexual orientation, national origin or handicap. Acts of this nature are not only a violation of this policy but also may constitute illegal discrimination under both state and federal laws. Unwelcome sexual advances, gestures, comments or contact, threats, offensive jokes, ridicule, slurs, derogatory actions or remarks constitute harassment when:

1. Submission to such conduct is made as express or implicit condition of employment or education; or
2. Submission to or rejection of such conduct is used as a basis for employment/academic decisions affecting the individuals; or
3. Such conduct has the purpose or effect of interfering with an individual's academic/ work performance; or creates an intimidating, hostile, or offensive educational/employment environment

Incidents of harassment should be reported to school counselors, teachers, administrators or the district's Affirmative Action Officer. They may be reached at the Superintendent's Office at 207-929-9105. Reported incidents will be investigated promptly and in a manner, which protects the rights of the persons filing the complaint, the person complained against and the school.

## **Skipping Class/Excessive Tardiness**

Students who skip class or are excessively tardy to class will be subject to disciplinary action.

## **Social Media**

Students who post information on social media sites like Twitter, Facebook, and YouTube, will be subject to disciplinary action if that information interrupts the learning process and will be subject to the same disciplinary action as if actual words were spoken to the victim. Harassment, taunting, name calling, and bullying, of any person in our school community on social media will not be tolerated. Consequences may result in a meeting with the MSAD #6 Affirmative Action Officer, an arrest, and or a complaint to the Maine Humans Rights Commission.

## **Smoking & Nicotine Use**

The use of nicotine, in all of its forms, is an established health hazard. Consequently, the MSAD #6 School Board prohibits the use of tobacco and other nicotine products in any form on school property. Students who possess or use tobacco, nicotine products, or devices/contraband that is perceived to be associated with the use of tobacco (such as e-cigarettes, vape pens, vapor juice and nicotine gum) will be subject to discipline including possible suspension and a court summons. Anyone who furnishes tobacco or nicotine products to a minor will be subject to a suspension and a court summons. The tobacco, nicotine products, lighters, and matches will be confiscated.

## **Vandalism**

Students who damage school property are subject to disciplinary action and also may be charged for any necessary repairs. Criminal vandalism and criminal mischief will be reported to local law enforcement.

**Note: Students who tamper with door locks or other components of the school security system may be suspended from school.**



**Weapons and Dangerous Instruments**

No student shall possess, handle, or transmit any knife (pen knife, jack knife, Leatherman tool, etc., regardless of size), gun, explosive, ammunition, metal knuckles, spray cans (e.g., "Mace"), or other object that reasonably can be considered a weapon or dangerous instrument or look-alike in any school building, on school grounds, on any school bus, or at any school related activity, event, or function. Any student in violation will be suspended for up to ten (10) days and may be recommended for expulsion from school.

**Reporting of Discipline on College Applications**

Bonny Eagle High School does not report student discipline incidents on college applications unless requested in writing by the student/parents.

## **VI SEARCHES**

### **Questioning of Students**

School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of School Board policies, school rules, and/or federal/state laws.

School administrators will inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. School administrators will make a reasonable effort to question the student in a location out of the sight and hearing of other students.

**If a student fails to cooperate, lies, misleads, or threatens any person during questioning, he/she may be subject to additional disciplinary action.**

### **Searches of Students and Personal Property in Students' Immediate Possession**

School administrators are authorized to search students and/or personal property in students' immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating School Board policies, school rules, federal/state laws, or is interfering with the operations, discipline or general welfare of the school.

All searches of students and/or their personal property, will be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical. A reasonable effort will be made to conduct searches out of the sight and hearing of other students.

Searches should be reasonable related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include pat downs and searches of the student's outer clothes (e.g., pockets, jacket, shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator will open and search the items. If the search produces a reasonable suspicion of the presence of evidence, a broader search may be justified. If a strip search appears to be necessary, law enforcement authorities will be contacted.

Searches, which disclose evidence that a student has violated School Board policies or school rules, will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

### **Searches of Lockers, Desks, and Other School Storage Facilities**

School administrators will consult with the Superintendent prior to conducting random searches. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

Searches of individual student lockers, desks, or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator will open and search the items.

Searches, which disclose evidence that a student has violated School Board policies or school rules, will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

**For more information regarding questioning and searches, see the following School Board policies:**

JIHR	Questioning and Searches of Students	JK	Student Discipline
JICH	Drug and Alcohol Use by Students	KLK	Relations with Law Enforcement Authorities
JICIA	Weapons, Violence, and School Safety	IMG	Animal

## **Canine Patrols**

The Superintendent may authorize canine patrols to take place anywhere on school property if he/she deems it advisable to maintain school safety or if there is a reasonable suspicion that drugs, weapons, and/or other illegal substances or items will be found. Canine patrols may include school lockers and/or student vehicles in school parking lots.

The Superintendent must make requests for canine patrols in writing to the appropriate law enforcement authorities. Only certified dogs and handlers may be used. Whenever possible, canine patrols will be scheduled to minimize disruption of the academic program and risk of contact with students.

Teachers will be notified prior to the initiation of a canine patrol to keep students in their classrooms during the patrol. Any students in the parking lot, or anywhere outside of a classroom, prior to a canine patrol will be instructed to report to the Main Office or the appropriate classroom.

The school administrators accompanying the patrol will note any locker and/or vehicle identified by the canine patrol. Immediately following removal of the dogs, each area noted during the canine patrol will be searched. A school administrator in the presence of a witness, except where the circumstances make the presence of a witness impractical, will conduct each search.

## **Patrolling of Parking Lots and Searching Vehicles**

Students may drive vehicles to school and park in designated areas in accordance with school rules. School administrators retain the authority to patrol parking lots.

If school administrators have a reasonable suspicion that a vehicle which a student has parked at school contains evidence that the student has or is violating School Board policies or school rules, or federal/state laws, and/or there is a substantial threat to the welfare and safety of the schools, then a school administrator will search the vehicle in the presence of a witness, except where the circumstances make the presence of a witness impractical.

If practical, the student should be present during a search of his/her locker or vehicle. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator will open and search the items.

## **VII. SCHOOL COUNSELING / STUDENT SERVICES**

Each student is assigned to a school counselor, alphabetically according to students' last name.

The Student Services Office is open 7:00 am – 2:30 pm each school day. The mission of the student services program is to provide all students with the tools, skills, direction, and school environment to reach their potential as life-long learners and responsible citizens.

The following are some of the services offered, in partnership with educators, parents, and the community. Students and parents/guardians are encouraged to meet regularly with their counselor. Appointments are made through direct contact with the counselor or through the student services secretaries by telephone or email.

### **Services offered by the Student Services Department include:**

1. Ways to achieve success in school
2. Information about grades, transcripts, and report cards
3. Scheduling and programs of study
4. Information about colleges, universities, vocational school
5. Information about careers
6. Setting and achieving goals
7. Ways to develop self-confidence
8. Individual and group counseling
9. Interpretation of tests such as PSATs and SATs
10. Information about scholarships

### **SAT Preparation: Basic Tips**

- Don't wait until a week before the test to prepare. Make a plan and begin practicing 4-6 weeks before the test AT THE LATEST
- If you are a slow reader, practice increasing your rate of reading, by reading one page per minute. Then, see how much you were able to comprehend. Keep practicing this until your rate of reading is high enough so you can fully comprehend and articulate 600-800 words in one minute
- You can use a graphing calculator, but ALL math problems can be solved without one
- You will have to write an essay, and it should be minimally 4 paragraphs long, although 5-6 paragraphs is best.
- Approximately 70% of the Writing multiple-choice questions are about agreement
- You can't study for this test, but you can (and must) practice, Practice, PRACTICE!
- Free, customized SAT prep is available on the College Board website through Khan Academy. <https://collegereadiness.collegeboard.org> and <http://www.khanacademy.org>

### **Military & College Representatives**

Military recruiters and college admission officers routinely visit the BEHS Student Services Office to meet with prospective recruits and students. Students wishing to meet with these representatives should watch for the notices on the daily announcements and the message board outside the Student Services Office, and then reserve a slot with one of the Student Service Office secretaries.

## **VIII. HEALTH SERVICES**

A registered nurse and an LPN staff the Health Services office at the high school. The Health Services office functions on the triage model.

### **Health Issues**

Known health problems that might interfere with the child's academic progress are provided to teachers. A list of serious health problems such as asthma, diabetes, seizure disorders, hemophilia, etc. is provided to the bus drivers in order to readily identify these children if an emergency arises.

If a student becomes ill at school, permission must be requested from the teacher to report to the Health office. If the illness is serious enough to send the student home, the parent/guardian will be contacted by the Health office and the student will be sent home. If a student does not follow this procedure prior to leaving the building, any classes missed will be considered class cuts.

Due to health and safety concerns, students may not pierce their own, or another student's body while on school premises. OSAHA Regulations restrict the use of many chemicals, cleaning agents, and other substances in school. Therefore, for health and safety reasons, BEHS does not permit students to bring spray bottles and/or cans to school. This would include perfumes, colognes, etc. (Ref. EBBA Board Policy)

### **Latex**

MSAD #6 recognizes allergic reactions to latex have become an increased health risk, sometime life threatening. Therefore, no latex gloves or latex balloons are permitted in schools. The purchase of latex free products is encouraged.

### **Medication**

Medication means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by a health care provider.

Although the School Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day.

In the event that no reasonable alternative exists, a parent may request in writing that medication be administered to the student during the school day. The parent may obtain a copy of MSAD #6's "**Request Permission to Administer Medications in School**" forms from the school nurse. This form must be completed by the parent and the health care provider prescribing the medication and returned to the school before any medication will be administered at school. If the nurse has any questions or concerns, he/she will contact the parent and/or health care provider, as appropriate. The nurse may consult with the building administrator and/or school physician as necessary to resolve the situation.

Any change in a medication order requires the completion of a new Request Permission Form. Requests are valid for the current school year only. The parent is responsible for notifying the schools nurse if a medication is discontinued and removing any remaining medication. The school nurse will properly dispose of all medications not removed by the parent at the end of the school year.

The student's parent will deliver any medication to be administered by school personnel to the school in its original container, along with the Request Permission form. In the event that delivery is not practical, the parent must contact the school nurse to make alternate arrangements.

Only a limited supply of medication will be kept at the school. Medication records will be maintained as part of a student's health record and made available to parents in accordance with the School Board's policy on student education record (Policy JRA). To the extent legally permissible, school staff may be provided with such information about a student's medication(s) as may be in the best interest of the student.

Under special medical circumstances, students may be allowed to possess and self-administer a specific prescription. Any such request will be reviewed and approved or disapproved by the school nurse in consultation with the building administrator or school physician.

A student may be authorized to carry and self-administer emergency medication from an asthma inhaler or epinephrine pen (epi-pen) if the following conditions are met:

1. There must be a completed Request Permission Form indicating that the student's parent and health care provider have authorized self-administration
2. The school nurse will evaluate the student's technique to ensure proper and effective use of an inhaler or epi-pen
3. Authorization to possess and or self-administer an asthma or epi-pen must be renewed each school year

A student's authorization to possess and self-administer any medication may be revoked by the building administrator after consultation with the school nurse and the student's parents if the student demonstrates an inability to responsibly possess and self-administer such medication.

**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 under the School Board's policy on student alcohol and drug use (JICH – Drug and Alcohol).

MSAD #6 reserves the right to inspect any medications in a student's possession. Student violations of this policy may result in having the authorization to possess and/or self-administer medications revoked and may also result in disciplinary action.

**The medication procedures outlined above are in accordance with the MSAD #6 policies referenced below:**

- JRA – Student Education Records
- JICH – Student Drug and Alcohol Use
- JLCD – Administering Medication to Students

### **Screenings**

Vision screenings are done for freshmen and others upon request. Volunteers under the direction of the school nurses perform these. Students who do not pass these screenings will be rechecked and parents will be notified for a follow-up referral if necessary.

### **Field Trips**

The medication policy is the same on field trips as it is in school. Students are required to turn in permission and medication forms at least **two weeks** prior to the trip if it is a day trip. If it is an overnight trip, students must turn in permission forms at least four weeks prior to the trip. References: EEA—Transportation-Field Trips and JLCD—Administering Medication to Students.

## **VIII. RIGHTS AND RESPONSIBILITIES**

### **FERPA**

The Family Education Rights and Privacy Act affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request an amendment of the students education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask MSAD #6 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) With new federal legislation we are required upon request to release names, addresses, and telephone numbers of our students to post -secondary institutions and armed services recruiters. If you do not want this information sent please notify the high school in writing. In this case, we will release directory information only on your student. As per MSAD #6 policy, directory information includes name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, date of attendance in MSAD #6 schools, and honors and awards received.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Dept. of Education  
600 Independence Avenue, SW  
Washington, DC 20202**

### **Title IX**

Bonny Eagle High School is in compliance with the implementation of Title IX of the Educational Amendments of 1972, which states, "no person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving assistance."

### **Special Education & Section 504**

The Special Education Office is located in room 121. Students who are identified as having special needs are offered many levels of assistance. The department has resource teachers, paraprofessionals, and other support services, such as speech therapy, occupational therapy, physical therapy, and social workers.

Students with an IEP (Individualized Education Plan) are assigned case managers who help students to develop academic, organizational, and testing skills. Assistive technology and quiet areas are available for use in the Special Education Office. By appointment, paraprofessionals and case managers are available after school, as well as during the day. A Study Center for students who require additional academic help and support is now located in room 121 in the new wing. It is open for all students. For more information, contact the Special Education Office at 207-642-9080 or 207-929-3840 ext. 111, or come in.

## **Staff Conduct with Students**

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools.

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

### **For more information see MSAD #6 Policies:**

ACAD - Hazing

ADAA - Ethical & Responsible Behavior

ACAA - Harassment & Sexual Harassment of Students

## **KNOW YOUR RIGHTS -- REMEMBER YOUR RESPONSIBILITIES**

### **THE RIGHTS TO AN EDUCATION:**

You have the right to a free and full education through secondary schools in Maine from the ages of 5 through 20.

The law requires you to attend school until age 17, unless conditions specifically listed in Maine Statute are met (20MRSA/911).

Although high schools may determine their own specific attendance policies, Maine state law requires that students attend classes for 175 days of the year (20MRSA/1281, Ch. 105).

All public schools that receive federal funds must provide free appropriate education to each qualified handicapped student regardless of the nature or severity of the person's handicap (20MRSA/3111, Ch. 403 and PL 94-142).

A child is determined to be habitually truant if absent from school the equivalent of ten (10) full days or for half a day on seven (7) consecutive school days (20MRSA/194, Ch. 105). Such a student is liable for disciplinary action by the school.

Your responsibility as a student includes fulfilling the course requirements decided by the MSAD #6 School Board. As you fulfill this responsibility, you are helping to grant yourself the right to the best education possible!



### **RECYCLING**

When you recycle, you reduce the amount of trash going to the landfill, and greenhouse gases going into the atmosphere. You save energy, water, and money all at the same time!

In one semester BEHS recycled more than 30 tons, saving more than: 510 trees, 13,000 gallons of oil, 200,000 gallons of water and 17,000 pounds of air pollution!

### **Here are some of the ways you can do your part:**

**SINGLE SORT RECYCLING: Recycle everything all in one place!** Paper, Cardboard, Milk bottles, Tinfoil, Plastic cups, Paper plates, Yogurt containers

**Going green in the CAFETERIA:** Use the Milk Dumping Station to empty milk bottles before recycling. Only take the food/drink you will eat – no need to take milk if you know you don't want it and consider packing your lunch in reusable containers – it's cheaper and helps reduce trash.