

Poland Regional High School

Student Handbook

2019-2020



Poland Regional High School
1457 Maine Street, Poland, ME 04274
(207) 998-5400
(207) 998-5060 (Fax)
Website Address: <https://www.rsu16.org/prhs/>

Table of Contents

School/District Information	3
High School Core Values	4
High School Mission Statement	4
Honor Code Pledge	4
Affirmative Action	4
Restraint and Seclusion Policy	4
Sexual Assault Crisis Counseling Drop-In Program	4
Student Records: Annual Notification of Rights	4
Student Services	4
STUDENT OPERATING PROTOCOLS	5
PRHS Discipline Code	15
Capital Infractions	16

School/District Information

CEEB School Code Number: 200-797

School Colors: Blue and Silver

High School Mascot: Knights

Superintendent: Ken Healey (998-2727 ext. 108)

khealey@rsu16.org

Principal: Cari Medd (998-5400 ext. 129)

cmedd@rsu16.org

Assistant Principal: Patrick Flynn (998-5400 ext. 120)

pflynn@rsu16.org

Director of Co-curricular Activities: Don King (998-5400 ext. 109)

dking@rsu16.org

School Committee Members:

Chair - Mary Martin

Vice Chair - Joe Parent

Norm Beuparlant

Norm Davis

Mike Downing

Louis Goulet

Melanie Harvey

Laura Hemond

Stephen Holbrook

Scott Lessard

Edward Rabasco Jr.

Julie Rioux

Travis Ritchie

Student Representative: Lily-Cote Powell '20

High School Core Values

The community at Poland Regional High School values

- character: integrity, perseverance, respect, and courage;
- community: tolerance, teamwork, a safe environment, and pride;
- citizenship: leadership, service, responsibility, ethical problem solving.

We promote these values through our curriculum, co-curricular activities, counseling programs, governance, interpersonal relationships, and commitment to service.

High School Mission Statement

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

Honor Code Pledge

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

Affirmative Action

It is the policy of RSU 16 to ensure equal employment/educational opportunities and affirmative action regardless of race, sex, color, national origin, marital status, religion, age or disability in accordance with all federal and state legislation.

Restraint and Seclusion Policy

The State of Maine requires school districts to adopt a policy on restraint and seclusion. Please see the [website](#) for the district's policy, JKAA-R.

Sexual Assault Crisis Counseling Drop-In Program

The Drop-In Program is sponsored by the Sexual Assault Crisis Center. This program provides support for adolescents who are dealing with issues of sexual assault, sexual abuse and sexual harassment. Together, staff and student work to ensure that students take the steps they need and want in order to live a healthy life. **Confidentiality is a top priority!** See Mrs. Carter in the guidance office for a pass.

Student Records: Annual Notification of Rights

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

For additional information, please contact the [Family Policy Compliance Office](#), U.S. Department of Education, 400 Maryland Avenue, Washington, DC 20202-4605.

In the interests of the community and our students, RSU 16 maintains a policy on education records that exceeds federal legal requirements. To review the entire policy (JRA), please visit the RSU 16 [website](#).

Student Services

The Student Services program at PRHS strives to meet the unique needs and encourage the individual dreams of all students. This is accomplished through the combined efforts of students, families, the school and community. The Student Services team includes social workers, the school nurse, nursing assistant, school counselors, the BARR coordinator, the School Resource Deputy, the Assistant Principal, and the Principal.

STUDENT OPERATING PROTOCOLS

2019-2020

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

Academic Support is that period of time during the students' schedule when they may access support needed to complete assignments. Freshman and sophomore students are generally scheduled for this period at the same time as their core subject teachers.

- During Academic Support the student may sign-out to access the Information Center or Learning Center, which is staffed by personnel trained to assist students.
- A Guided Academic Support exists for juniors and seniors who will benefit from a smaller, more focused environment.
- At no time should students be wandering the hallways during Academic Support.

Limited **After School Supervision** is provided for students. Unless students are staying after school for academic support, athletics, or other co-curricular activities, they leave at 2:10 (1:10 on early release Wednesdays).

- Students staying for an activity should arrange for transportation as soon as their activity has completed.
- Students are not allowed in the gym or weight room unsupervised.
- Students who abuse the after-school privilege will be prohibited from staying after school for an appropriate period of time, to be determined by school administration.

Attendance at school on a daily basis is of utmost importance. Continued absence from school will affect a student's academic progress. Please see the [district policy](#) (JEA) for details.

- Students are expected to be in school, all day, every day, and on time. The school day begins at 7:40 am.
- Parents are asked to call the school (998-5400, ext. 124) for all absences, tardies, and dismissals or send a note.
- Notes and calls from home must be received within 48 hours to excuse tardies and absences.
- Any student arriving late must report to the Main Office for attendance.
- If absent, students are responsible for meeting with their teachers and making up any missed work. Generally, work deadlines are extended one class meeting for each day of absence.
- Absence from school means that the student may not participate in any co-curricular activities that day unless granted special permission by school administration.
- Any student under the age of 17 having ten Unexcused Absences or seven consecutive Unexcused Absences is considered **truant** under Maine State Law and will be reported to the Superintendent of Schools. If attendance does not improve, the student's parents will be reported first to the Maine State Department of Health and Human Services, and then to the Androscoggin Sheriff's Department.

By state law, an absence is excused for one of these reasons ONLY:

1. personal illness, but please remember that **an illness resulting in three or more consecutive missed days may require a medical note** for the absence to continue to be excused;
2. an appointment with a health professional that must be made during the regular school day;
3. observance of a recognized religious holiday when the observance is required during the regular school day;
4. a family emergency; or
5. a planned absence for a personal or educational purpose which has been pre-approved by administration.

Consequences for unexcused absences will be determined by the school administration and in consultation with other school personnel.

Students who are **chronically absent** (missing more than 10% of the school year) will be referred to our student services team. Family meetings and support plans may be utilized to try to improve student attendance.

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

- All tardies and dismissals are unexcused unless they meet the State definition for Excused Absences as listed previously.
- Students late to class must present a pass excusing the lateness from the staff member who detained them.
- In a single semester, three unexcused tardies will result in a one-hour detention; six unexcused tardies in a two-hour detention; nine unexcused tardies in a three-hour detention. Continued tardiness will result in referral to the Student Judiciary Board and possibly loss of driving and/or senior privileges (when applicable).

ATVs, dirt bikes, roller skates/blades/shoes (“wheelies”), skateboards, and snowmobiles are not permitted to be operated on school grounds for any reason. This list is not exhaustive. School administration reserves the right to prohibit the use of any devices that interfere with school safety or operation.

Full-sized **backpacks** should be left in lockers during the school day. Full, heavy backpacks can cause injury in the halls and in the classroom. Overfilled backpacks can damage a student's back and neck. Students may use drawstring or other similarly-sized bags to convey materials for the next class in the hallways. Students who do not abide by this policy will be subject to disciplinary action for insubordination and possible referral to the Student Judiciary Board.

Students are not permitted to leave **backpacks** or other items in the main office public space. All items brought to school are expected to fit in a locker. Make storage arrangements with the assistant principal or co-curricular director if larger items must be brought to school.

Bell Schedules

	<i>Regular Bell Schedule</i>		<i>Early Release Wednesday Bell Schedule</i>
7:40-8:58	Block 1	7:40-8:43	1
9:03-10:21	Block 2	8:48-9:51	2
10:25-10:53	10/12 Lunch	9:56-10:59	3
	9/11 RT	11:03-11:30	10/12 Lunch
10:56-11:24	9/11 Lunch		9/11 RT
	10/12 RT	11:33-12:00	9/11 Lunch
11:29-12:47	Block 3		10/12 RT
12:52-2:10	Block 4	12:05-1:10	4

Bicycles are permitted on the grounds for transportation to and from school.

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

For the **Homecoming Bonfire**, all current PRHS students are welcome unless prohibited by school administration. In addition, any non-PRHS student who plays on a PRHS fall sports team may attend. There are no guests allowed at the Bonfire.

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

- Anyone leaving trash in the Café will be assigned a natural consequence.
- For safety and to prevent damage to the lawns and field areas, snowmobiles, ATVs, and dirt bikes are not permitted on school property.

Bullying is not tolerated and will be dealt with quickly by school administration. The State of Maine requires all school districts to address bullying when it occurs. Any staff member or student who believes bullying has occurred, whether in person, online, electronically, or through intermediaries, is expected to notify school administration

immediately. For information on the district policy regarding bullying (JICK-DOE), please see the [website](#).

Cameras have been installed to monitor activity in the parking lots and will be consulted regularly in disciplinary proceedings. Cameras have also been placed throughout the school to ensure the safety of the school community.

The **cafeteria** is provided as a space for students and staff to eat meals, meet informally, and complete school work. At all times, students are expected to behave appropriately and respectfully. At breakfast and lunch, students will

- leave backpacks and other large items in the tech hall, against the wall across from the display cases and away from classroom doors OR will keep them under the cafeteria table until the period is finished
- line up for food service in the order in which they arrived (either the main area or the secondary service area within the cafeteria)
- not cut the line or form a second line entering the main food service area
- bus their own items by placing garbage in the appropriate cafeteria container and trays in the kitchen window
- not have more than 8 students at a table or 6 at a booth
- leave their tables and the area around their tables clean and ready for the next set of students
- keep school-issued electronic devices off tables and stored in their bags for the duration of lunch
- LUNCH ONLY: Students will remain in the cafeteria for the period unless they are visiting the office, or the library (with a lunch pass). No students are permitted in the lobby without staff or administration permission.

The arts hall is closed during lunch. Students will move through the cafeteria to access the D Wing.

High school students may not be in the cafeteria while the middle school is using it (breakfast and lunch).

Students who don't meet these expectations or are otherwise disruptive or disrespectful will be assigned lunch in the office for an appropriate amount of time and/or other disciplinary consequences.

Students require teacher or administrator permission to work in the cafeteria outside of breakfast and lunch. While in the cafeteria, students will work quietly. Students whose behavior is disruptive or disrespectful will be sent back to class or to the office for additional disciplinary consequences.

Parking for students who wish to bring **cars** to school is provided at the lot closest to Route 26. **No ATVs, dirt bikes, or snowmobiles may be operated on school grounds.** Students are required to obtain a **parking permit** from the Main Office at a cost of \$2. The permit must hang from the rearview mirror of the car. The permit gives the student exclusive use of the corresponding space in the student lot. During school hours, students may park **only** in the spot they have reserved. Bringing a car to school is a privilege which may be taken away for any infraction. Infractions may also result in towing at student expense.

- Students must park in the space assigned to them. Students who have not reserved a space may not park on campus until they do so. Students are not permitted, at any time, to park on the grass, in evacuation spaces, or in spaces without numbers.
- Students may not go to the parking lot during the school day without permission from the Main Office.
- Students must obey all traffic laws.
- State law allows for search of any vehicle on school grounds by school administration.
- Refusal to allow a vehicle search will result in a loss of driving privileges and/or suspension, per [district policy](#) (JIH).
- Student drivers are asked to refrain from leaving the parking lot while buses are in motion.
- Any students driving themselves or others off campus at unapproved times will lose driving privileges.
- Violations of the vehicle use policy may result in loss of driving privileges for a period of time determined by school administration. Subsequent infractions will result in loss of privileges for extended periods of time and/or suspension and may result in referral to the Student Judiciary Board and/or the School Resource Deputy.

Cell Phones and other Electronic Devices are subject to control by the school just like backpacks, lockers, and clothing. Students do not have the right to use any of these items to disrupt the educational process. Teachers will develop policies within their classrooms that encourage engagement in course material. To view the entire district policy, JIC-J, please visit the district [website](#).

- Device use is permitted during lunch, before school, after school, and during passing periods between classes.

At all other times, particularly during class time and in assemblies, they should be off and out of sight unless the classroom teacher or a school administrator has granted the student permission to use them.

- Using a device during passing period between classes will not be an excuse for tardiness to class. Students must have a note from a staff member explaining and excusing the tardiness.
- The school is not responsible for any devices that are brought to school by students. The school may investigate theft when reasonable.
- Devices are not allowed during exam periods unless permitted by the proctor.
- Cameras (including camera phones or other devices that record and store photographs or video) may not be used in locker rooms, bathrooms, or other places where privacy is generally expected. In all other school locations, permission must be granted by the subject before photographing/video recording/recording the subject during instructional periods.
- The use of a cell phone or other electronic device in any manner that violates Board policy or school rules is prohibited. This includes, but is not limited to, harassment, cheating, and violations of the Honor Code. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion of a violation.
- Students who violate Board policy or school rules will be subject to disciplinary consequences which may include:
 1. Confiscation of the device until the end of the school day by a teacher, ed tech, or administrator;
 2. A conference with the student's parent/guardian;
 3. Exclusion of the device from school for an extended period of time set by administration;
 4. Penalties up to suspension or expulsion from school, depending upon the nature and circumstances of the violation and/or the student's prior disciplinary record; and
 5. Referral to law enforcement.

Clothing, including jewelry and other accessories, is expected to be appropriate for the learning environment. It should strengthen school spirit and pride and focus attention upon learning and away from distractions. Immodest clothing is not acceptable.

- Clothing that openly exposes a student's back, midriff, rear end, chest hair, shoulders, bra straps, or underwear is unacceptable.
- Tank tops are acceptable, but may not have spaghetti straps.
- Straps on shirts must be a minimum of two inches wide.
- Sheer shirts that reveal a student's back, midriff, chest hair, shoulders, or bra straps are not acceptable.
- Length of skirts and shorts must provide appropriate coverage.
- Clothing advertising, depicting, featuring, or referring to alcohol, tobacco, weaponry, violence, drugs or profanity is not allowed. Racist, sexist, or otherwise harassing material is also not allowed.
- Clothing that causes disruption to the learning environment is not allowed. School administration reserves the right to determine whether clothing is disruptive.

Any student who violates the dress code will be asked to change or will be sent home. Repeated violations may result in additional disciplinary consequences, including referral to the Student Judiciary Board.

Co-curricular Activities are essential to student success. Students are required to participate in two (2) co-curricular activities over the course of all four years. For details, please see the district policy (IKF) on the [website](#). The requirement may be met through participation in a season-long activity (i.e., athletics), on-going organizations (i.e., clubs), or co-curricular performance groups (i.e. the cast and crew of a school play). Students will be expected to participate for the duration of the activity in which they choose to participate. Students will receive credit for participation in the co-curricular activities sponsored by the school. Credit will not be granted to students participating in activities or groups outside of Poland Regional High School. All students must be academically eligible to participate in co-curricular activities. Students may work with the co-curricular director to create new co-curricular possibilities. A complete listing of co-curricular activities is available from the Director of Co-curricular Activities (ext 109 or dking@rsu16.org).

Co-curricular Eligibility: Students must be in good standing academically in order to participate in a leadership position, public performance, or competition event involving other schools. That is, the student must be enrolled in

and passing 6 classes and Roundtable. Habits of Work (HOW) grades are considered when determining eligibility. **NOTE:** Double- and triple-block classes count as two (2) or three (3) classes. For example, Math 2/3 meets for two blocks and will count as 2 of the 6 classes required to be eligible. For the complete eligibility policy (JJJ), please see the district [website](#).

- Students who do not complete disciplinary consequences by the deadline assigned are not eligible to participate in co-curricular activities until they have served the consequences. Students who are ineligible to play or perform due to unserved disciplinary consequences may NOT practice with their activity. They will not be allowed to dress for games or performances. Co-curricular sponsors and coaches may concurrently restrict participation for any student who fails to serve a disciplinary consequence. Eligibility will be reinstated when administration has confirmed that students have served the consequence(s).
- Students who are academically ineligible to play or perform may still practice with their activity in order to satisfy their co-curricular requirement. They will not be allowed to dress for games or performances.
- Academic eligibility standards may be obtained from the coach, Roundtable Advisor, or Director of Co-Curricular Activities.
- All students participating in school-sponsored athletics are expected to follow district substance abuse policy.

Dances are held periodically during the year. For Homecoming, Winter Carnival, and any other dance except Prom, any currently enrolled PRHS student may purchase tickets. For Prom, only 11th and 12th grade enrolled students may purchase tickets. Enrolled PRHS students in 9th or 10th grade may attend Prom if invited by an 11th or 12th grade student. For the **Homecoming Bonfire**, any student who plays on a PRHS fall sports team may attend regardless of whether they are enrolled at PRHS or not.

- Guests may be invited but must be approved by the Assistant Principal no later than the Wednesday before the dance. “Guests” are defined as students who attend other schools, homeschooled students, or individuals who are no longer in school. Alumni are not permitted at any dance other than Prom. No guests are permitted at the Homecoming Bonfire.
- Guests must be no younger than 9th grade nor older than 18 years. If they are students, they must be in good standing at their own school. For Prom ONLY, guests may be up to 20 years old.
- PRHS students are ineligible for a dance if they have had any of the following:
 - Homecoming:* any out-of-school suspension; more than 3 unexcused absences from school; or any unserved disciplinary consequences

Winter Carnival: multiple out-of-school suspensions or suspension for a capital offense during the school year; any out-of-school suspension since the start of second semester; more than 3 unexcused absences from school in second semester; or any unserved disciplinary consequences assigned during second semester

Prom: multiple out-of-school suspensions or suspension for a capital offense since the start of second semester; or any unserved disciplinary consequences assigned during second semester

Outside drinks or food are not permitted at school dances or the Homecoming Bonfire. Students who leave a dance or the bonfire before it has ended are not permitted to return without approval from an administrator.

Administration reserves the right to deny attendance to a school dance for any student if the student’s attendance will create or exacerbate a dangerous situation, whether or not the student is otherwise eligible to attend.

Detention is every Monday, Tuesday, Thursday, and Friday as needed.

- Detention begins promptly at 2:15. Any person arriving after that time will not be allowed entrance.
- The Assistant Principal or his designee will assign detention dates.
- Students missing their assigned detention without a verifiable excuse will be ineligible for participation in co-curricular activities. They may also earn an appropriate disciplinary consequence, which may include suspension in school the next day.
- Working with a teacher or other staff member may not replace an assigned Main Office detention without prior administrative approval.

Fees and bills are sent home several times a year. All outstanding bills must be paid before graduation in order for graduates to march at the graduation ceremony. Fees include but are not limited to obligations related to:

- athletic/co-curricular activities
- food service (see board [policy](#) JQA School Nutrition Unpaid Charges)
- technology (see board [policy](#), IJNDB-R Student Technology Devices & Internet Use Rules)
- library materials
- textbooks/class materials

Food and beverages are permitted in the Café only. Food and beverages are not permitted without prior approval in the front courtyard, lobby, computer labs, band room, chorus room, TV studio, Information Center, hallways, auditorium, presentation room, gyms, science labs, bathrooms, carpeted areas, or the courtyard adjacent to the art rooms. Camel packs or similar storage bags are not allowed on school property.

Grade Point Average is calculated on a 4.0 scale and represents the average of a student's course grades. GPA is computed to the second decimal point (the third in a tie) at the end of each semester and is cumulative. Students who transfer credits from another institution will earn equivalent points for grades as reflected in the [district policy](#) (IKA). PRHS does not weight grades based on AP or Honors course designation.

Grading: Student knowledge is assessed using standards-based grading. Under this system, teachers start by establishing the essential skills and knowledge students must achieve in order to receive credit. Final recorded grades will demonstrate the degree to which students have mastered these skills and knowledge.

Achievement will be recorded on transcripts. Students pass a course when they have an average of 2.5 or above and are passing every standard.

Graduation Adornment is limited to honor regalia awarded by PRHS/LRTC **and/or** a nationally recognized league or society that the student is participating in through a school co-curricular. Other adornments can be incorporated into the student's cap as long as they are school appropriate. Honor cords are awarded to seniors who have earned High Honors or Honors every semester through the end of semester one senior year (7 semester).

Graduation Requirements are listed in the board [policy](#), IKF. In order to participate in the formal graduation ceremony with their class, all students must complete the graduation requirements listed in the policy AND pay all outstanding fees, charges, and debts incurred through the school or the district.

Harassment of any individual within the community is unacceptable. Harassment complaints should be immediately directed to a school administrator. For details, see the [district policy](#), ACAA Harassment & Sexual Harassment of Students.

- Harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. Most harassment violations will be referred directly to the Student Judiciary Board.
- Harassment of students by district employees is considered grounds for disciplinary action, up to and including discharge.
- If criminal action is involved, the case will be referred to law enforcement.

For the **Homecoming Bonfire**, any student who plays on a PRHS fall sports team may attend whether they are enrolled at PRHS or not. There are no guests allowed at the Bonfire. See **Dances** for the Homecoming Dance rules.

Honor Roll is prepared each semester to recognize and celebrate academic achievement. The National Honors Society uses the honor roll list as part of its determination for NHS eligibility. Students must be enrolled in at least six courses and passing Roundtable to be eligible for inclusion on the Honor/High Honor Roll. Students who are not passing Roundtable or who are enrolled in less than six courses are not eligible. For purposes of Honor/High Honor Roll, double-period courses and LRTC courses count as one course per meeting block. For example, Math 2/3 or AP Statistics count as two courses out of the six courses required for eligibility because they meet for two blocks. A

three-block LRTC course counts as three of the six required courses. Withdrawing from a course does not affect eligibility for Honor/High Honor roll unless the number of active courses drops below six.

Honor Roll: Eligible students who have no grade lower than a 3.2 in any course.

High Honor Roll: Eligible students who have no grade lower than a 3.7 in any course.

Leaving school grounds during the school day without parent approval is not permitted under any circumstance. Anyone leaving the school grounds without permission seriously jeopardizes the safety and liability of the school and will face disciplinary action.

- Upon arrival on school grounds all students are to remain on school grounds until 2:10 dismissal.
- Students are allowed in the courtyard area directly in front of the Main Office if supervised by a staff member.
- Students are not allowed to go beyond the clock tower or behind or along the side of the building unless accompanied by a staff member.
- Students must have Main Office approval to go to the parking lot.
- Students leaving school grounds during the school day to go to Subway, Dunkin Donuts, or other area businesses without permission will face disciplinary action.
- Parents are requested not to call in permission for students to go to area businesses during the school day. Students will not be excused.
- Students will not be granted short-term dismissal and return to school for any event other than a medical appointment without approval from school administration.

Lockers with locks will be available to each student.

- Students must use the locker assigned to them. Locker changes must be approved by administration.
- Only students currently participating in a sport or enrolled in a current Wellness course will be allowed to use sports lockers located in the gym dressing rooms.
- For safety reasons, locks must be affixed and locked at all times.
- Locker combinations should not be given out to other individuals.
- Students with missing locks at the end of the year will be charged a \$5.00 replacement fee.
- Students whose lockers are not cleaned out at the end of the year will be assessed a \$5.00 maintenance fee.
- Lockers are the property of the school and are subject to search by the administration. Students may be held liable for any illegal substance or material found in their assigned lockers.

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

- Parents must complete a medication form, which will be kept on file.
- Under no circumstances should students take any medication not administered or supervised by the Nurse.

Membership in the **National Honor Society** is both an honor and a responsibility. Students who meet the NHS requirements (below) may submit information to the Faculty Council for membership consideration. Membership is an honor bestowed upon an individual and thus a privilege and not a right.

To be eligible for consideration, a student must meet the following standards:

- Scholastic Excellence: Honor roll status for five semesters during their high school career through 1st semester of their senior year. Semesters need not be consecutive.
- Service: Community service. Juniors: In Progress, Seniors: Completed.
- Leadership: Co-curricular requirements according to grade level. Juniors: at least 1; Seniors: at least 2.
- Character: Student has not been in violation of the PRHS honor code during sophomore, junior, or senior year. Attendance must be consistent with minimal absences and tardies.

Students must also submit a personal statement as part of the nomination packet. The statement must meet the expectations of the [PRHS Schoolwide Writing Rubric](#). Membership may be revoked if the student does not maintain the standards of selection (scholarship, service, leadership, and character) as required by the NHS program at PRHS. This is true for all current and future members of NHS. If membership is denied or revoked, students may appeal to the NHS Faculty Council.

A **parking permit** is required for students to park cars on campus. To obtain a parking permit, bring a current and

active driver's license, proof of insurance, and vehicle registration to the main office. The permit fee is \$2. Students must display the parking tag in their windshields hanging from the rearview mirror.

Plagiarism/Cheating ("academic dishonesty") is not tolerated at PRHS. "Plagiarism" is defined as using someone else's words, ideas, or other creation without clearly crediting the source. "Cheating" includes using or trying to use unauthorized materials, information, or technology as part of work on a course assessment. The teacher will determine whether specific behavior fits the definition of plagiarism or cheating. Students who plagiarize or cheat will be given a teacher-determined academic consequence for the first occurrence. A second occurrence may result in referral to the Student Judiciary Board.

PRHS uses, whenever appropriate, **progressive discipline** to address behavior that violates school rules or core values. Consequences are assigned to match the severity of the violation. If the behavior continues, administration has the option to assign increasingly more serious consequences. For example, if a student disrupts the classroom, a first consequence may be a conversation with the teacher. A second incident may result in referral to the office. After a third incident, administration may assign a detention or suspension. Refusal to adjust behavior will lead to serious consequences up to and including expulsion from school.

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

- First offense will result in a warning with notice home.
- Subsequent offenses will result in disciplinary action, including possible referral to the Student Judiciary Board.

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

School Cancellations due to weather or other reasons are inevitable during the course of the school year. The Superintendent's office strives to make cancellation decisions prior to 6 AM. The school will place automated phone calls to alert families of cancellations. Parents and students may also tune to local television or radio stations for information. The school is usually listed under RSU #16. In addition, ***please keep your phone contact information current*** by alerting the Main Office when you change or lose a number.

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

- Lockers are the property of the school and are subject to search by the administration. Students may be held liable if any illegal substance or material is found in their assigned locker.
- [District policy](#) (JIH) allows for the search of any vehicle, student property, or student's person by a school administrator based on a reasonable suspicion of misbehavior.
- Any students refusing a search of their person or property will be suspended up to a maximum of ten days.

Senior/Junior Privileges include late arrival and early dismissal. Seniors and second semester Juniors must be eligible under the school's co-curricular [eligibility policy](#) (JJJ). Privileges will be determined at the start of each grading period and throughout the semester*. If the student does not satisfy Tier 1, they can earn privileges if they meet the requirements of Tier 2. In order to qualify, the student must have:

- a first or last block Academic Support;
- satisfied the Junior community service requirement;
- no unserved disciplinary consequences; and
- parental and administrative approval.

Privileges apply to one block per day unless extended by an administrator. Students must sign in and out in the Main Office. Students who fail to follow procedures, including more than three tardies or early departures, will lose privileges.

The **Student Judiciary Board** at PRHS reviews incidents of student behavior and recommends appropriate consequences. Board members are elected by their peers and trained in their legal responsibilities. Unless the school

administrator decides otherwise, the following violations will be referred directly to the Board:

Harassment/Bullying
Repeated violations of the policies concerning
Attendance: Tardies and Leaving School without Permission
Backpacks
Cars
Cell Phones/Electronic Devices
Clothing
Plagiarism/Cheating
Public Displays of Affection
Wandering
Any other violations considered appropriate by administration.

The administrator participating in the hearing will approve or modify the consequences recommended by the Board. Students found responsible by the Board and assigned consequences may appeal in writing to the Principal no later than the end of the second school day following the hearing. Students who do not serve the Board consequences in the time required may be referred back to the Board for additional consequences, and will be ineligible for participation in co- or extra-curricular activities until the consequences are served.

Suspension from school separates a student from the school community. Depending on students' behavior and administration's determination of the safety risk involved, students may either be suspended from class in school (an in-school suspension) or out of school. Students who are suspended in school are required to follow rules set by administration or the administration's designee. When a student is suspended out of school, that student cannot be on school property for any reason, including participation in co- or extra-curricular activities, except for an appointment with a school administrator. ***IMPORTANT NOTE: Colleges now request an explanation of any suspension, arrest, and/or conviction in the application process.***

Technology Use is central to the curriculum at Poland Regional High School. The one-to-one device program allows PRHS students to keep pace with their peers at other schools, complete work and communicate efficiently, and to take advantage of web-based resources. Misuse, including, but not limited to, the accessing of inappropriate websites; downloading or storage of inappropriate or illegal material; bullying or harassment; and sending, receiving or soliciting pornographic material will result in disciplinary action. Unapproved use of social networking sites or other non-curriculum resources during class time will result in disciplinary action. *Students are not allowed to use privately owned computers or tablets on the school network.* A privately-owned computer or tablet brought to school without authorization may be confiscated. Please see the [district policy](#), IJNDB-R Student Technology Devices & Internet Use Rules, for details.

- Behavior consequences include loss of the device or access to certain features for a specified period of time.
- Physical damage or negligence, including liquid spills, will result in additional financial obligations beyond the annual usage fee. Damaged devices will not be returned until repair fees are paid.

A **telephone** is available for student use in the Main Office at the discretion of the office staff.

- The student telephone is to be used solely for contact with home.
- Social calls are not permissible.
- Telephone calls should be limited to two minutes.
- Misuse of telephone privileges will result in their loss.

Valedictorian/Salutatorian: In order to encourage students to challenge themselves and create a dedicated learning and community environment, students must meet a series of requirements in order to be named Valedictorian or Salutatorian of his/her respective class. These criteria were created to ensure that the Valedictorian/Salutatorian represents the best of the class from an academic, citizenship, character and community standpoint. Ultimately, the Valedictorian and Salutatorian will honor the core values set at PRHS by completing the criteria are as follows:

Valedictorian:

- Must have accessed and completed a rigorous academic program (must have completed and earned full credit in at least three Advanced Placement or semester long college courses, online or otherwise, including those courses taken during senior year which may only be partially completed in January) and met all graduation requirements.
- Must demonstrate good citizenship as a member of the community (must be a member in good standing of National Honor Society).
- Must have been a student enrolled at Poland Regional High School for all of junior and senior years.
- Having met all other criteria, the Valedictorian has the highest unweighted grade-point average at the end of the first semester of senior year among those who meet all other criteria above.

Salutarian:

- Must have accessed and completed a rigorous academic program (must have completed and earned full credit in at least three Advanced Placement or semester long college courses, online or otherwise, including those courses taken during senior year which may only be partially completed in January) and met all graduation requirements.
- Must demonstrate good citizenship as a member of the community (must be a member in good standing of National Honor Society).
- Must have been a student enrolled at Poland Regional High School for all of junior and senior years.
- Having met all other criteria, the Salutarian has the second highest unweighted grade-point average at the end of the first semester of senior year among those who meet all other criteria above.

Students awarded the Valedictorian/Salutarian honor must meet all of the requirements until the end of senior year. Failure to do so will result in the revocation of the honor. The Valedictorian and Salutarian will be invited to address their class at graduation ceremonies and deliver speeches that meet the approval of the principal. Please see the district [website](#) for the policy (IKG).

Student **visitors** must be pre-approved by administration. In order to allow for timely notice to teachers, all requests must be made a minimum of two school days before the visit. No outside **visitors**, including but not limited to parents, caregivers, family members, or service providers, will be allowed access to school spaces or facilities during the school day without approval by an administrator or their designee. “Spaces” include but are not limited to the cafeteria, gym, library, auditorium, classrooms, or other area where students gather for school activities. All visitors are subject to the district’s [policy](#) (KI).

Student **wandering** during class interferes with the function of the school and with the student's own pursuit of academic success. Students are expected to remain in the classroom during class time and may leave only with the permission of the classroom teacher. Each classroom teacher will institute reasonable procedures for leaving class, including the Hall Pass, and students will be expected to follow them. Repeatedly being out of class

- without following the procedures;
- for more time than necessary to complete the approved task; or
- for any reason other than the one approved by the teacher,

will result in disciplinary action and possible referral to the Student Judiciary Board. Teachers will use discretion when releasing students for school appointments with school staff members. However, generally teachers should only release a student when the student presents a pass or the teacher receives verbal confirmation from the staff member seeking the appointment.

PRHS Discipline Code

Infractions generally addressed by faculty and assigned a teacher consequence:

- Backpacks
- Cell Phone/Electronic Device (first offense) (see [district policy](#))
- Class Disruption
- Inappropriate Behavior (minor)
- Insubordination (minor)
- Tardiness to Class
- Wandering (infrequent)

After the second infraction, the teacher will call home. Subsequent infractions will result in referral to the Main Office and possible referral to the Student Judiciary Board.

The following non-capital infractions will be handled by administration:

- Attendance (tardies to school, unexcused absences from school or class)
- Bullying
- Cars
- Cell Phone/Electronic Device (after first offense)
- Cheating/Plagiarism
- Clothing
- Forgery
- Harassment: non-Civil Rights Violations (see Capital Offenses below)
- Inappropriate Behavior (extremely)
- Insubordination
- Obscene or Lewd Language/Gestures
- Public Displays of Affection
- Wandering (excessive)

A school administrator will determine appropriate consequences for these infractions, including but not limited to a warning, restorative interviews/conferences, a parent meeting, community service, counseling, academic detention, traditional detention, removal of privileges, suspension (in or out of school) or Student Judiciary Board referral.

Capital Infractions

The following infractions will be referred directly to the Main Office and are considered Capital Infractions. They may also be referred to law enforcement for possible legal action. Capital Infractions remain on students' records throughout their school career. A Capital Infraction is most often addressed through suspension out of school, and may be reason for immediate referral to the School Committee for possible long-term action, including suspension over ten days and expulsion. Capital Infractions include the offenses listed below **and any other offense school administration considers serious enough to warrant long-term action.**

- Alcohol/Drug Possession/Use/Distribution (see [district policy](#))
- Assault (including Fighting or Physical Violence) (see [district policy](#))
- Bomb Threats (see [district policy](#))
- Harassment: Civil Rights Violations (see [district policy](#))
- Endangerment (including False Fire/Rescue Reports or False Alarm Activation)
- Gang Activity
- Theft (see [district policy](#))
- Tobacco-related Offenses (see [district policy](#))
- Vandalism (see [district policy](#))
- Weapons (see [district policy](#))

Alcohol/Drug Possession/Use/Distribution is not tolerated at Poland Regional High School or at school functions. The following information is taken from the district policy, JICH-2 Substance Abuse & Possession, found on the district [website](#).

The RSU #16 Board of Education is committed to promoting the health, welfare and safety of students, staff and community members. RSU #16, including all buildings and property, will be substance free 24 hours a day, 365 days per year. This includes all days that school is not in session and all functions taking place on school grounds as well as school-sponsored activities held off campus. School activities to be substance free include but are not restricted to those occurring in buildings, parking lots, wilderness trails, playing fields, and athletic stadiums.

“Substance” is defined to include alcohol, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance (as defined in schedules I through V of § 202 of the Federal Controlled Substances Act [21 USC, § 812]; by regulation at 21 CFR, 1300.11 through 1300.15; and in Maine's Title 17-A MRSA, § 1101), or any substance purported to be such including drug “look-a-likes.”

“Substance use/abuse” includes possessing, selling, dispensing, or distributing any paraphernalia or substances as defined above.

The use, possession, sale, dispensing, or distribution of substances by students on district property, in district vehicles, and at school-sponsored functions is prohibited.

The wearing of products such as T-shirts, hats and pins, that advertise, promote, or glorify the use of substances at school or school-sponsored functions is prohibited.

In order to enforce the substance abuse policy, the following guidelines shall be utilized by the administrator of a school in which prohibited conduct occurs. The administrator shall report any level three violation of this policy, as promptly as practical, to the Superintendent.

Level One Violation includes, but is not limited to, the wearing of products including T-shirts, hats and pins, that advertise, promote, or glorify the use of substances at school or school sponsored functions.

- Students will be required to remove or change the article of clothing or other item that advertises, promotes, or glorifies the use of substances.

- Parents/legal guardians shall be sent written notice regarding the substance policy violation.
- Students refusing to remove or change clothing or other items that glorify substance use/abuse shall receive disciplinary consequences ranging from detention to three days suspension.

Level Two Violation includes, but is not limited to, any violation involving the use or possession of substances at school or school sponsored functions.

- Employees are required to report the incident to the principal or his/her designee.
- Notice will be given to the parent(s), the Superintendent, and local law enforcement.
- There will be an automatic suspension – minimum five days up to a maximum of ten days.
- A referral is made to a Student Assistance Team (SAT) (or the equivalent, including meeting with school administration).
- At the SAT meeting, the SAT members will communicate to the parent(s) and student the conditions for returning to school. Failure to meet these conditions may result in a recommendation for expulsion. The conditions for return must include:
 - 45 days after returning, the student shall submit to a medically supervised follow-up drug test to demonstrate that he/she is drug free. Cost of the test is the responsibility of the family. This provision (6a) shall not apply to students suspended for alcohol related events.
 - Failure to demonstrate or refusal to comply will result in a recommendation to the School Board or School Committee for expulsion.
 - The student will meet with a school substance abuse counselor for a minimum of one session. The total number of sessions will be recommended by the district substance abuse counselor. Meetings must commence prior to submitting to a medically supervised follow-up drug test.

Level Three Violation includes, but is not limited to, the sale, dispensing, or distribution of substances at school or school sponsored functions. Same as level two violation with additional steps:

- There will be an automatic suspension of ten days.
- The principal may recommend to the Superintendent an expulsion hearing.

Assault is prohibited. Assault is defined as intentionally, knowingly, or recklessly causing bodily injury or offensive physical contact to another person. Assault is grounds for disciplinary consequences up to and including suspension or expulsion. School officials may also refer the student to law enforcement when appropriate.

Bomb threats violate school committee policy as well as state and federal law. Making a bomb threat is both a civil violation and a crime under Maine law. Any student suspected of making a threat shall be reported to law enforcement authorities for investigation and possible prosecution. The administration may suspend and/or recommend expulsion for any student who makes a threat. In addition, bomb threats are an extreme disruption of the educational process. Any student who fails to report information or knowledge of a bomb and/or toxic or hazardous materials threat or the existence of a bomb, or other destructive device, in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion. For the full policy, please see EBCC Bomb Threats on the district [website](#).

Civil Rights Violations include harassment based on race, color, sex, religion, ancestry or national origin, sexual orientation, or disability. Administration will assign consequences appropriate for the specific violation, up to and including suspension or expulsion. Please see the [district policy](#), AC Non-Discrimination/Equal Opportunity and Affirmative Action, for details.

Endangerment refers to behavior that places in danger the student, other students, staff, or any other individuals on school property. The danger may be immediate or reasonably foreseeable, and may be due to negligence or intentional actions. Endangerment includes but is not limited to using objects or vehicles in a manner that puts other students at risk of harm; conspiring with others to cause harm to someone; making false emergency reports; activating fire alarms without evidence of a fire; or blocking open locked doors without prior permission from a staff member.

Gang Activity refers to affiliation with at least two other people in an organization whose intent is to engage in criminal acts, often through the use of violence, threat, and/or intimidation. A “gang” identifies itself with a common name, clothing or hairstyle, sign, and/or symbol.

Theft of personal or school property on school grounds is prohibited.

Tobacco or tobacco-related products are not permitted at Poland Regional High School or at school functions. The following information is taken from the district policy, ADC Tobacco Use & Possession, found on the district [website](#).

Tobacco-related offenses include use, possession, distribution, or promotion of tobacco, tobacco products, or tobacco paraphernalia. The RSU #16 Board of Education is committed to promoting the health, welfare and safety of students, staff and community members. RSU #16, including all buildings and property, will be tobacco free 24 hours a day, 365 days per year. This includes all days that school is not in session and all functions taking place on school grounds. School activities to be tobacco free include but are not restricted to those occurring in buildings, parking lots, wilderness trails, playing fields, and athletic stadiums.

“Tobacco product” is defined to include any lit or unlit cigarette, cigar, pipe, blunt, bidi, clove, electronic cigarette, any device designed to deliver nicotine through inhalation or “vaping” or used to simulate smoking, and smokeless tobacco including dip, chew, snuff, snus, and spit tobacco.

“Tobacco use” includes carrying or having in one's possession a tobacco product that is giving off smoke or chewing spit tobacco in any form.

“Use” means the chewing, lighting, smoking or other handling of tobacco products.

The use, possession, sale, dispensing, or distribution of tobacco products by students on district property, in district vehicles, and at school-sponsored functions is prohibited.

The wearing of products including T-shirts, hats, and pins that advertise, promote, or glorify the use of tobacco products at school or school-sponsored functions is prohibited.

Level One violation includes, but is not limited to, the wearing of products including t-shirts, hats, and pins, that advertise, promote, or glorify the use of tobacco products at school or school-sponsored functions.

- Students will be required to remove or change the article of clothing or other item that advertises, promotes, or glorifies the use of tobacco products.
- Parents/legal guardians shall be sent written notice regarding the tobacco policy violation.
- Students refusing to remove or change clothing or other items that glorify tobacco shall receive up to three days suspension, or detention. The student will read an RSU #16 School Board provided packet of information about tobacco products and complete an accompanying question/answer page in a satisfactory manner.
- The student will not be allowed to participate in any co-curricular activity during the suspension period.

Level Two violation includes, but is not limited to, any violation involving the use or possession of tobacco products by students on district property, in district vehicles, and at school-sponsored functions.

- Parents/legal guardians shall be sent written notice regarding the tobacco policy violation. A parent/legal guardian shall also be required to meet with the building Administrator within five days of the violation.
- Students will be assigned detention or up to five days of suspension.
- The student will not be allowed to participate in any co-curricular activity during the suspension period.

- The student shall be referred to the school counselor, Student Assistance Team (or equivalent, including meeting with school administration), or other available resources, i.e., cessation class or substance abuse counseling, for a minimum of one session. The total number of sessions will be recommended by the district substance abuse counselor. Required sessions will be communicated to the student/parent during a re-entry meeting.

Level Three violation includes, but is not limited to, the sale, dispensing, distribution of tobacco products, or any subsequent violation will result in level three procedures.

- Parents/legal guardians shall be sent written notice regarding the tobacco policy violation, which shall be signed by the parent/legal guardian and returned to school. A parent/legal guardian shall also be required to meet with the building Administrator within five days of the violation.
- Students will be assigned detention or up to five days of suspension.
- The student will not be allowed to participate in any co-curricular activity during the suspension period.
- The student shall be referred to the school counselor, Student Assistance Team (or equivalent, including meeting with school administration), or other available resources, i.e., cessation class or substance abuse counseling, for a minimum of one session. The total number of sessions will be recommended by the district substance abuse counselor. Required sessions will be communicated to the student/parent during a re-entry meeting.

The Superintendent or his/her designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as he/she may deem necessary. However, the Superintendent/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing, or distributing tobacco products.

Vandalism consists of willful and malicious damage to school or personal property. Administration will determine appropriate consequences for vandalism, including but not limited to requiring the student to clean or repair the damage, billing the student for cleaning or repairing the damage, referral to the Student Judiciary Board, detention, suspension, and/or expulsion. See the [district policy](#), JICIA Weapons Violence & School Safety, for details.

Weapons possession or use is prohibited on school property. “Weapon” is defined as 1) any article commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person or 2) any object, although not necessarily designed to be a weapon, used to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Firearms possession on school grounds, pursuant to federal law, is punishable by expulsion for a period of no less than one year and referral to law enforcement for criminal charges. See the [district policy](#), JICIA Weapons Violence & School Safety, for details.