

### MISSION STATEMENT

The primary purpose of Dexter Regional High School is to prepare students to be integrated and informed thinkers, as well as responsible and involved citizens. The administration, faculty and staff, in partnership with the community support self directed and lifelong learning, clear and effective communication, creative and practical problem solving, and collaborative and quality work.

**ACADEMIC EXPECTATIONS** for student performance - **The Student will:**

- I. speak and write effectively.
- II. develop independent study and research skills.
- III. develop the ability to define, analyze, and solve problems utilizing a variety of effective strategies.
- IV. integrate skills and concepts across several academic disciplines.

**SOCIAL EXPECTATIONS** for student performance - **The Student will:**

- V. recognize and understand the diverse nature of society.
- VI. recognize and understand the importance of accepting responsibility and the consequences for personal decisions and actions.
- VII. develop skills and willingness to work cooperatively with others.
- VIII. acquire the knowledge to achieve personal and community health and well being.

### Dexter Regional High School Rubric for Grading Written/Oral/Problem Solving Work/Performance 100-93 / 4 - Distinguished Work (*Exceeds*)

Written	Student is able to analyze and apply concepts from across the disciplines. Student <u>clearly understands</u> relationships among ideas and <u>demonstrates</u> the ability to apply that understanding to other disciplines. Student consistently constructs well-developed creative responses, uses appropriate terminology to clarify and enhance ideas, and provides evidence to support logical, meaningful conclusions.
Oral	Flow of presentation is <u>excellent</u> . Listener is never lost. Transitions are smooth. Thorough/complete treatment of subject. Student shows <u>excellent</u> understanding of topic. <u>Excellent</u> eye contact, voice control, gesture and posture. Topic comes alive. <u>Superb</u> use of graphics/visuals that augment the presentation. Handles questions smoothly with confidence.
Problem Solving	Student shows sophisticated demonstration. Student appropriately involves learning from a variety of disciplines to a problem situation. Problem solutions are checked for accuracy and expanded where appropriate. Student demonstrates deeper understanding of problem situation by employing sophisticated or efficient strategies and includes accurate, appropriate application of complex skills.

Performance The product is highly effective and clearly demonstrates learning based upon the theme. The ideas are presented in an engaging, polished, clear, and thorough manner, mindful of the audience, context, and purpose. There is unusual craftsmanship in the final product.

**92-85 / 3 - Advanced (Meets)**

Written Student demonstrates a solid understanding of concepts and processes. Student consistently succeeds at applying his/her knowledge meaningfully. Student effectively uses appropriate language to reason and communicate.

Oral The flow is good and all are able to follow. Transitions are acceptable. The topic is covered well with a good understanding of presented material. Student's eye contact, voice, and gestures are acceptable. Student demonstrates good use of visuals/aids in the presentation. Most questions are handled smoothly, however, some with difficulty.

Problem Solving Student shows proficient demonstration. Knowledge and materials from other disciplines are appropriately applied to problem situation. Minor errors may exist, but the solution is essentially correct. Student employs appropriate strategies and includes accurate, appropriate application of complex skills.

Performance The product is effective and adequately demonstrates learning based upon the theme. The ideas are presented in a clear and thorough manner, showing awareness of the audience, context, and purpose.

**84-77 / 2 - Basic (Partially Meets)**

Written Student demonstrates a developing knowledge of concepts and processes. Responses may contain correct answers but sometimes are not well developed, lack support, or include misconceptions.

Oral Presentation seems to be a little disjointed with some confusion. There are no apparent transitions. Research is good, and student has a fair understanding of the topic. The presentation or speech is read. The delivery mechanics are not bad, but they are also not good. The graphics/visuals are of marginal value and do not enhance the delivery. Most questions are fielded smoothly, some answers aren't relevant to the questions.

Problem Solving Student shows partial demonstration. Knowledge and materials from other disciplines are appropriately used in attempting to define or solve a problem situation. Errors may exist in the application of formulas or in rewriting them. Student employs appropriate strategies, but the solution is incomplete. Student includes some inaccurate and/or inappropriate application of skills.

Performance The product is somewhat effective, and somewhat demonstrates learning based upon the theme. There are some problems with clarity, thoroughness, deliver, and

polish. It is unclear whether audience, context and purpose have been considered.

**76-70 / 1 - Novice (Does Not Meet)**

Written	Student displays <u>some</u> knowledge of concepts and processes. Student displays minimal success at applying or generalizing this knowledge.
Oral	Presentation is very difficult to follow. Listener has trouble keeping focused on presentation. There are no transitions. Research is acceptable, but individual has <u>poor</u> understanding of topic. Delivery is low quality with a lot of reading. Any media/visuals used is of poor quality and does not help the presentation. Questions are handled poorly.
Problem Solving	Student shows attempted demonstration. Some attempts are made to involve materials from other disciplines in the solution. The strategy employed is not relevant to the problem situation. Student employs inappropriate strategies and inaccurate and/or inappropriate application of skills.
Performance	The product is ineffective and does not demonstrate learning based upon the theme. The product is unpolished, providing little evidence of planning, and consideration of audience or the product is unclear and confusing as to determine the key points.

**DEXTER REGIONAL HIGH SCHOOL  
CORE CURRICULUM REQUIREMENTS FOR GRADUATION**

In order for students to meet the Maine Learning Results and to be subjected to the material of the Maine Educational Assessment (MEA'S), they must take the following courses:

<b><u>ENGLISH</u></b>	<b>4 Credits</b>
English 9, 10, 11 & 12	
<b><u>MATHEMATICS</u></b>	<b>3 Full years - 4 credits</b>
Algebra I, Geometry, Algebra II	
<b><u>SCIENCE</u></b>	<b>3 Full years - 4 credits</b>
Physical Science I, Biology, Chemistry	
<b><u>HISTORY</u></b>	<b>3 ½ Credits</b>
Western & Eastern World, Government, US History I, II, III & IV	
<b><u>FOREIGN LANGUAGE</u></b>	<b>2 Years - 2 credits</b>
<b><u>COMPUTER LITERACY</u></b>	<b>Computer Literacy Requirements</b>
<b><u>WELLNESS</u></b>	<b>1 Credit</b>
<b><u>FINE ARTS</u></b>	<b>1 Credit</b>
<b><u>PHYSICAL EDUCATION</u></b>	<b>½ Credit</b>
<b><u>ADVISORY</u></b>	<b>2 Credits</b>
<b><u>ELECTIVES</u></b>	<b>3 Credits</b>

**TO MEET GRADUATION REQUIREMENTS THE CLASS MUST COMPLETE THE FOLLOWING:**

**RECOMMENDED CURRICULUM BY YEAR OF GRADUATION**

<b>COURSES</b>	<b>Class of 2017</b>	<b>Class of 2018</b>	<b>Class of 2019</b>	<b>Class of 2020</b>
English	4	4	4	4
Mathematics	4	4	4	4
Science	4	4	4	4
Social Studies	3 ½	3 ½	3 ½	3 ½
Fine Arts	1	1	1	1
Phys. Education	1	1	1	½
Health/Character	½	½	½	1
<b>Total Core Courses</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>
Advisory	2	2	2	2
Electives	2	3	3	3
Foreign Language		2	2	2
<b>Number of credits Needed to Graduate</b>	<b>22</b>	<b>25</b>	<b>25</b>	<b>25</b>

**CORE CURRICULUM REQUIREMENTS**

**FINE ARTS:** One credit of fine arts will be required. This requirement may be satisfied through core curriculum or elective courses, and include but are not limited to the following: **Visual Art, Band, Chorus, American Popular Music, Creative Writing, Production & Design, or Dance Class.**

**COMPUTER LITERACY:** All students are required to demonstrate some proficiency in using a computer, as well as a basic understanding of its fundamental application. To fulfill this requirement students must take both of the following electives: **Keyboarding and Computer Applications.** Dexter Middle School students may have already passed the literacy test in the eighth grade.

**MAINE STUDIES:** Students who have not taken Maine studies in Grades 6, 7 or 8 **must** add this course to their schedule before graduation. Most students who have attended Dexter Middle School have already fulfilled this state requirement.

**STUDENT ACTIVITIES**

The following activities are available to students at D.R.H.S. It is our hope that all students take part in one or more of these activities.= Students' educational experience can be enhanced by becoming an active member of the school community.

**ATHLETICS**

*Fall*

<b>Combined</b>	<b>Girls'</b>	<b>Boys'</b>
JV & V Football	JV & V Soccer	JV & V Soccer
Cheerleading	JV & V Field Hockey	
Golf		
Cross Country		

**Combined**  
Wrestling  
Cheerleading

**Combined**  
Track  
Tennis

**Co-Curricular**  
Musical  
Math Team  
National Honor Society  
Ukulele Club

*Winter*

**Girls'**  
JV Basketball  
V Basketball

*Spring*

**Girls'**  
JV & V Softball

**Boys'**  
JV Basketball  
V Basketball

**Boys'**  
JV & V Baseball

Student Council  
World Language Club  
Choral Ensemble

Jazz Band  
Key Club  
Leadership Team

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### **Section 1: ABSENCE AND TARDINESS POLICY**

Regular attendance is essential to the academic success of all students at D.R.H.S. Frequent absences disrupt the continuity and overall objectives of the instructional process. Research, experience and common sense clearly show that regular attendance in school is a prerequisite for academic success and personal growth. Attending school on a regular basis will also give our students opportunity to learn the importance of commitment, responsibility and self-discipline.

Teachers prepare daily lessons, which are sequential and require regular attendance for learning.

Just as in employment, students are expected to be at school on time and in all classes and study halls when they begin.

Because of the need to keep accurate records of students and the reasons why they are not in school on any given occasion it is necessary to establish a specific attendance policy, which complies with L.D. 1851.

#### **A. Excusable Absences;**

1. Personal illness.
2. Professional health appointments that **CANNOT** be made outside of the regular school day.
3. Observances of recognized religious holidays when the observance is required during a regular school day.
4. Emergency family situations.
5. Personal or educational absences which have been approved in advance. Students who will be accompanying their parents on extended family vacations must check with the office as far in advance as possible to obtain a copy of the school policy regarding this situation.
6. Attendance for school-approved field trips, conferences, workshops, educational examinations, courses and programs.

**NOTE:** The above will be considered excusable and all others unexcusable. This pertains as well to tardiness and early dismissals.

#### **B. Admission to Class After Absence:**

Prior to being admitted to class after being absent, the student must bring in a written statement signed by a parent or guardian indicating reasons for such absence, specific date(s) of absence, and a telephone number where the parent/guardian can be reached during the daytime. This note must be presented the **day of return to school**. If it is not, the absence will be considered unexcused.

#### **C. Class Attendance:**

Attendance will be taken by each teacher at the beginning of each class, and any absences will be reported to the office via the intercom/computer.

#### **D. Cutting Classes:**

The school policy is that no "cuts" are permitted. A student reported "cutting" classes or studies will serve detention which is equivalent to the time missed, and the absence will be unexcused. Repeated offenses will result in suspension.

#### **E. Class Tardiness:**

Students are expected to be on time for all classes. Detention will be issued after every third case of tardiness during the semester. After the sixth incident the

student will be counted as absent for the remainder of that day. After 12 tardies students will be suspended for one day.

**F. Dismissal From School:**

Students are not to contact their parents to be excused. This will be handled by office personnel. Cell phone use by students will be handled in a disciplinary matter. Those wishing to be dismissed during the day must bring a note from their parents to the office in the morning, indicating the time and reason for early dismissal. An early dismissal slip will be issued, and this should be presented to the classroom teacher. The student will then sign out and leave the building.

**THIS PERTAINS TO ALL STUDENTS REGARDLESS OF AGE, AND THE OFFICE WILL DETERMINE WHETHER OR NOT THE DISMISSAL IS GRANTED.**

**Section 2: ACADEMIC DISHONESTY**

Cheating by students at Dexter Regional High School is unacceptable and will be considered an incomplete. Students found cheating on any academic assignment will be expected to complete the work again and their parents or guardians will be notified of the seriousness of this violation of school regulations. In addition staff will report academic dishonesty to the office through the normal disciplinary procedure (Disciplinary Referral Form) to be added to the student's permanent disciplinary record to be kept during his/her years at DRHS. The Asst. Principal after receiving the Disciplinary Referral Form will mete out further disciplinary actions. Cheating includes letting students copy from homework papers, exams, and copying material word for word from books, magazines, newspapers, and the Internet.

**Section 3: ACCIDENTS**

Any accident resulting in even a minor injury must be reported to the office and to the teacher involved if in class.

**Section 4: ADDING/DROPPING COURSES**

When students register for their course, considerable time is devoted to a study of requirements, ability levels, and appropriate electives.

Assistance is provided by the classroom teachers, administration and guidance counselors. The individual schedules, which result, represent the best possible choices for each student. For those reasons, the add-drop procedures are very restrictive. The few authorized reasons for course changes are explained below. No course changes will be approved without authorization from the classroom teacher involved and from the administration.

**A. PRIOR TO THE START OF THE SCHOOL YEAR  
(STUDENT INITIATED CHANGES):**

Before any course is dropped from your schedule after completing the registration form, the following procedures will be followed:

1. Changes will be considered during the add-drop period before the beginning of each semester.
  - a. Semester one changes will be considered up to one week after the start of school.
  - b. Semester two changes will be considered up to one week after the start

of second semester.

2. Changes must be approved by the school counselor, parent, and teacher.
3. Any substantial change in a student's schedule will require parental permission unless the student is 18 years of age.
4. No changes will be made without significant reason.

#### **B. AFTER THE START OF SCHOOL**

**1. TEACHER INITIATED REQUESTS-** Requests for course changes will originate with the classroom teacher, and the request will be sent directly to the Guidance Counselor for subsequent action. If the request seems warranted, the Guidance Counselor will process the change. If necessary, an appointment will be made for a guidance conference with the student to involve, if necessary, one or both parents.

**2. STUDENT INITIATED REQUESTS:** If a student wishes to make a course change contrary to the advice of the classroom teacher, the teacher will initiate a request to be submitted to the Guidance Counselor, and a conference will be scheduled with all interested parties to include at least one parent. While the request is being processed, the student will continue to attend all scheduled classes. Course changes will not be permitted after the fourth week of the semester unless extraordinary circumstances exist.

**3. COURSE ADD PROCEDURE:** A student who wishes to add a course may do so during the first week of the semester if there are courses available to replace study halls. The student's basic schedule will not be modified to accommodate a request for an additional class if required courses and appropriate instructional level courses would otherwise be affected.

#### **C. WITHDRAW FAILING:**

1. Any course dropped after the add/drop period will result in a withdrawal-failing (WF) and a grade no higher than a 65.
2. Any senior who has been accepted into college and then drops a course after the one week add/drop period will result in a letter to their college or university.

#### **Section 5: ADVISORY**

Every student is assigned to an advisory group of 10-12 classmates who will meet with their advisor for one-half hour every Wednesday morning during their time at DRHS. In Advisory students will work to develop study skills; explore their career interest through an interest inventory, career fairs, college visitations and a **Job Shadow**; create annual **Portfolios** of their work and accomplishments; prepare for and participate in annual **Student-Led Conferences**; develop individual **Personal Learning Plans** representing their goals beyond high school; and develop a project for a **Senior Exhibition**. Students must earn one-half credit for advisory each year as part of their graduation requirements.

#### **Section 6: ASSEMBLIES AND SPORTS EVENTS**

School assemblies and sports events are held throughout the year. Courteous attention and participation are expected of all. Applause is appropriate; however, shouting and whistling are inappropriate. Remember, our school is judged by the conduct and attitude of its students.

### **Section 7: BIOLOGICAL DISSECTION POLICY**

The Board recognizes that divergent opinions exist among parents and students regarding the appropriateness of using dissection as a means of achieving certain instructional goals in the biological sciences. Therefore, in order to ensure that legitimate objections to dissection are taken into account while at the same time protecting the integrity of the instructional program, the following procedure shall be observed.

- A. When a course is part of a required curriculum, there will be an option as listed below. If a student chooses a course as an elective, the student must comply with the course requirements.
- B. In instances where students and/or parents object to dissection on ethical or moral grounds, a written request, pursuant to the procedure developed under C. below, from the parents of the student wishing to be excused from dissection shall be submitted to the teacher in whose class the dissection is to occur. The request shall state the reasons for requesting that the student be excused from dissection.
- C. The teacher, in consultation with the Principal, shall review the request. Those reviewing the request may wish to schedule an interview with the parent(s) and/or student in order to gain information needed to reach a decision.

### **Section 8: BOMB THREATS**

MSAD #46 recognizes that bomb threats are a significant concern to the school district. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The School Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

Student Disciplinary Consequences Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat will be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat will be subject to disciplinary action by the school. The administration will suspend and recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001 (9-A) and will be grounds for expulsion for the peace and usefulness of the school.

**Section 9: CAFETERIA**

Food services are provided for the student's convenience and nutrition. To insure the best possible atmosphere during lunch, please adhere to the following guidelines:

- A. Trays are to be returned to the kitchen's cleaning window.
- B. Waste is to be deposited in the appropriate trash containers and the tables left clean.
- C. Reasonable table manners and normal conversation are appropriate and expected.
- D. Free and reduced lunches are available provided Federal guidelines are met. Applications and additional information are available in the main office.
- E. Students are expected to remain in the cafeteria until the bell rings, students at lunch are not to be in the academic wing.

**Section 10: CANCELLATION OF SCHOOL**

The delayed opening or no-school announcement is made by all area radio and television stations along with the ALERTNOW Notification Service if you have provided us with the necessary information.

**Section 11: CARS/PARKING LOT**

Students who arrive by car are to park in the student parking lot and come into the school immediately. There is to be no loitering in the parking lot before, after, or during school. Students are reminded to drive carefully whenever they are on school property. Any abuse of this policy will require appropriate discipline. Cars parked in unauthorized locations or blocking exits for legally parked vehicles are subject to being towed at the owner's expense.

**Section 12: CREDIT POLICY (Class of 2017)**

In order to receive one-half credit for a course, the student must successfully complete 18 weeks of the course. No quarter credits will be awarded on 18-week courses except when affected by course credit policy.

- A. If a course is a full year course, the student must receive a passing grade if he or she is to be awarded a credit. If the student should drop the course at any time during the year in order to get out of that course, no credit will be awarded for that course.
- B. If a student should move away and that student has successfully completed one-half of a full-year course, we will recommend to the receiving school that one-half credit be awarded to that student for that course. The administration has the final say in awarding credits and may make appropriate adjustments based on individual cases.

**Section 13: DANCE POLICY**

- A. Every dance must be cleared through the Administration prior to the event.
- B. There must be a minimum of three adult chaperones, at least two of which must be faculty members.
- C. A tentative date for a dance may be made with the Administration, but before the fund raising form is submitted the names of the chaperones must be submitted.

- D. Any band will be approved by the Administration before a contract is signed.
- E. Student monitors will be determined for each dance by the organization sponsoring the dance. The names of the student monitors will be listed on the fund raising form.
- F. One custodian and one police officer are required for dances unless the administration has agreed otherwise. Officers are to be on patrol outside of the building unless required by the advisor to be on the inside.
- G. There will be no students remaining in cars once they arrive at the dance. Police officers are to see to this.
- H. The dances are for Dexter Regional High School students who are attending school full time and are in good standing. Students who are not in school or who are on suspension are not to attend.
- I. Dexter Regional High School students who bring a guest may do so if the guest is:
  - 1. A past graduate of DRHS or a graduate of Dexter's Adult Education Program.
  - 2. Attending another high school full time and is in good standing at the high school.
- J. If a D.R.H.S. student intends to bring a guest to any dance, except the Prom, he or she is to sign up in the office prior to the dance. The list will have the name of the D.R.H.S. student on it and the name of his or her guest. The guest must be approved by the Administration, who will check the list and give it to the chaperones. If a guest is not on the list, he or she will not be admitted the night of the dance.
- K. At the Senior Prom ONLY, a past graduate of another high school may attend if approved by the Principal in advance.
- L. If a D.R.H.S. student intends to bring a guest to the Prom who does meet the previous criteria he or she is to sign up in the office 30 days prior to the dance. The list will have the name of the DRHS student on it and the name of his or her guest. The guest must be approved by the Prom Administration Team, (Princ., Asst. Princ., and Prom Advisor)
- M. Any D.R.H.S. student who brings a guest who does not meet the required dance admission standard will be suspended from all dances for the remainder of the year.
- N. Students who come to the dance must enter through the front lobby only and must park their cars in the student parking lot.
- O. The doors close at 9:00 p.m. No students or guests will be allowed into the dance after this time.
- P. Anyone who leaves the dance will not be permitted to re-enter.
- Q. Anyone found to be drinking alcohol, under the influence of alcohol, or under the influence of drugs will be handled by stipulations of the "Chemical Dependency Policy".
- R. Dances are to be held from 7:00 to 10:00 p.m. Special dances such as the Junior/Senior Prom and Winter Carnival may have this time modified.
- S. The Principal will supply the faculty chaperones with a list of students or guests not welcome and students who are unable to bring a guest.

**Section 14: DETENTION (OFFICE)**

- A. Students assigned to a detention hall must report with sufficient work to occupy them for the duration of the period. Students who do not report to an assigned detention will be given an out of school suspension the following day with make up detention on the next available day.
- B. Only the Principal or Assistant Principal may excuse, for legitimate reasons, a student from attending a detention hall.
- C. A student will not be allowed to miss an assigned office detention in order to attend an extra-curricular activity.
- D. Students reporting late for detention hall will be given an additional detention period.
- E. Detention hall will be a place of quiet and study.
- F. Each student placed on detention will be expected to stay from 2:45 to 4:00 p.m.
- G. Detention will be scheduled for Tuesdays and Thursdays only.
- H. Any student removed from detention because of disciplinary reasons will be suspended the following day plus make up detention time.

**Section 15: DISCIPLINE**

The entire disciplinary system at Dexter Regional High School is based on progressively more serious consequences for inappropriate behavior which detracts from the learning process and disrupts the overall mission of the school. Students are expected to exhibit respect for others, themselves, and school property at all times, incidents of disrespect, fighting, vandalism, and the use of obscene language will not be tolerated from the students who attend this school.

**Section 16: DRESS CODE**

There is a definite relationship among good work ethic, proper school behavior, and good dress habits. Always, school clothing should be appropriate to time, place, and season. Every student is expected to come to school clean and neat in appearance and suitably dressed. Students may be sent home to change if their attire interferes with and/or detracts from the normal educational process and atmosphere of the school, or if it is offensive, attracts undue attention to the wearer or causes a disturbance. Time missed will be made up in detention.

- A. Health regulations require footwear at all times except in the locker rooms.
- B. Sunglasses and headgear (including hoods) will not be worn in the building at any time.
- C. Clothes bearing pictures or wording that are sexually suggestive, obscene, have dual meaning or inappropriate to school health teachings or rules are disallowed. In relation to the last, clothing promoting beer, alcohol, tobacco, or any drug is included.
- D. Clothing that is blatantly immodest or distracting is prohibited. (Example: No bare midriffs, underwear showing, short skirts/shorts, tank tops or cutoff sleeves, pajamas or similar attire)
- E. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.

- F. Outside coats and jackets are not to be brought into class without teacher permission.
- G. Attire that constitutes a threat to safety is prohibited.
- H. No spaghetti strap tank tops, strapless/tube tops or see through clothing.
- I. Form fitting leggings and yoga pants are not considered appropriate outerwear for school setting. Skirts, shorts or long shirts and sweaters would be appropriate to wear over leggings or yoga pants.
- J. Coaches may set more stringent standards of dress grooming for their players.

**Section 17: DEXTER REGIONAL HIGH SCHOOL/M.S.A.D.#46  
ELIGIBILITY FOR COURSE CREDIT POLICY**

- A. When a student accumulates more than 3 absences, not documented by a doctor's slip, {of which no more than two (2) may be unexcused} in a semester-long course, he/she may not receive credit for the course for the semester. When a student accumulates more than 6 absences, not documented by a doctor's slip, {of which no more than three (3) may be unexcused} in a year-long course, he/she may not receive credit for the course for the year. Absences due to illness which exceed the allowed number specified in this policy will require Doctor's Certification to be waived.
- B. It will be the students' and parents' responsibility to inform the school of the reason for the absence. This should be done by parent or guardian writing a note or calling the school directly. If the parent calls, it must be done prior to the student returning to school. Ex- The parent may call on the morning that the child is absent - our office is open at 7:00 am.
- C. When a student has an unexcused absence the parent or guardian will be informed by phone or in writing of the absence.
- D. When a student is in danger of losing credits because of total number of absences, the Assistant Principal will inform the student's responsible adult in writing of the student's status.
- E. For every three unexcused tardies one day's unexcused absence will be counted against him/her. If a student misses more than 20 minutes of a class, he/she will be considered absent from that class. Excused or unexcused will be determined by the office.
- F. The total number of days missed due to suspension may be included in the maximum absences (unless otherwise stated) beyond which a student will not be eligible for course credit.
- G. When a student misses class because of field trips, assemblies, rallies, athletic events, testing or any other such activities that the Principal and Guidance Director deem necessary, these missed classes will not be counted against the student.
- H. The preceding regulations can be modified in special cases, by a committee recommendation. The committee will be made up of the Guidance Director, Assistant Principal and Principal in consideration with the teachers involved.

### **Section 18: EXPULSION**

The School Board's responsibility in cases of expulsion cannot be delegated to the administration. Expulsion requires investigation of the incorrigibility of the student. No pupil shall be expelled from school except by action of the board. Under the law, the board may expel any deliberately disobedient or disorderly scholar, after a proper investigation of his/her behavior, if found necessary for the peace and usefulness of the school. The board also has the power to restore an expelled student on satisfactory evidence that the behavior which was the cause of the student being expelled will not likely recur. Procedures for expulsion must follow all legal provisions for due process and must be carried out as quickly as possible. The parent or guardian must be notified at least five days prior to the date of such hearing. The hearing shall be in executive session and may be attended by persons designated by the board to present documentation in the case.

In all cases of expulsion, the board shall provide:

- A. A clear definition of the disciplinary rule;
- B. A written notice of the charge delivered to the parents and to the student;
- C. The following rights in the hearing before the school board:
  1. Right to counsel;
  2. Right to confrontation of the "accusers" and to cross examine;
  3. The right to present evidence.

### **Section 19: FIRE DRILLS/EVACUATION PLAN**

Fire drills are serious business as safety of all students and school personnel is the first consideration. Approach all drills as if they were actual alarms. By law, we must have a minimum of six drills each year. When the alarm sounds, follow these procedures:

1. Stop all work; leave books, notebooks, etc.
2. Walk quickly but calmly out your assigned exit,
3. There should be no running, pushing or excessive talking.
4. Walk safely away from the building to points designated by your teachers.
5. Do not re-enter the building until told to do so by an Administrator.

### **Section 20: GENERAL EXPECTATIONS OF PERSONAL CONDUCT**

1. Students are to immediately comply with the reasonable requests of staff members.
2. Students are not to engage in verbal or physical harassment, extortion or intimidation.
3. Displays of affection in public are inappropriate and unacceptable.
4. Profanity and vulgar language are inappropriate and unacceptable.
5. Students must exhibit good taste and common sense in their dress at all times. (see Section 16)
6. Students are to be in their assigned locations for all classes and study halls.
7. Students are not to leave the building at any time during the school day without the knowledge and permission of school personnel. Individual students are asked to sign out in the Main Office.
8. Students wishing to be in a location other than an assigned study hall or class

must get a pass from the teacher who will be supervising them during that period. (Exception: Library).

9. The gym, locker rooms, and weight room are off-limits to students at all times unless an adult supervisor is present.
10. Weapons (including, but not limited to firearms and knives) may not be brought to school property. These items will be confiscated until picked up by parents/guardians. Possession may lead to detention, suspension, and expulsion and police referral may occur.
11. Students are prohibited from using privately owned electronic devices, including but not limited to cellular telephones, blackberries, iPhones, handheld computers, MP3 players and electronic games during classes, study hall, assemblies and other school activities.
  - During classes and school activities, all such devices must be turned off
  - The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose.
  - If the rule is violated, the teacher will immediately confiscate the device for the remainder of the school day and discipline may be imposed.Students may use electronic devices between class periods and during lunch periods. Students are asked to keep cell phones on vibrate to avoid disrupting others. Students will be allowed to use electronic devices during field trips and extracurricular activities if authorized by the staff member in charge. A school issued computer (MLTI laptop) is the only acceptable device for class-time and study hall use.
12. Stealing warrants an immediate five day suspension. Parents will be notified, and police referral may occur.
13. Skateboarding is prohibited on school property.
14. Bicycles are to be ridden in a safe and responsible manner on school property.
15. Possession of any item which is intended for the purpose of disturbing the normal routine of the school, or which could be used to interfere with the peace and usefulness of the school, will be confiscated and disposed of. This includes any kind of toy gun, water gun, noisemakers, firecrackers, stink bombs, etc. Students found to be in possession of these items will face disciplinary action.
16. Gambling is unacceptable.
17. Fighting will result in a minimum of five (5) days suspension.
18. Backpacks, gym bags, etc. are not to be carried to classes during the academic day.
19. Hacky sack games are prohibited on school grounds.

#### **Section 21: GRADES AND GRADING (Classes of 2017)**

- A. Numerical grades will be used on all rank cards as well as on all office records.

100-93 =A	76-70 =D
92-85 =B	69-0 =F
84-77 =C	
- B. Other Information regarding grading:
  1. Any pupil who receives all failures for the second semester in a full-term

course may be failed for the course at the discretion of the teacher, regardless of the total value of the grades.

3. Diplomas will be withheld and, therefore, graduation prevented for any of the following reasons - incomplete in any subject area, projects and/or work required but not submitted, equipment outstanding or monies owed, or any other obligation which a student may incur.
2. The Incomplete Grade - The use of "I" for the incomplete grade is for students who could not complete work because of illness, an extreme emergency, or very unusual classroom circumstances.

C. HONORS CHALLENGE: (within the core classes during the 9<sup>th</sup> & 10<sup>th</sup> grade)

The Honors Challenge Program of Dexter Regional High School places additional responsibilities and expectations on the student. The student's overall performance and progress will be reviewed on a quarterly basis. Typical standards of performance include maintaining a certain GPA (example-85 or above), additional or supplemental work to be completed outside of class, all work (test, quizzes, homework, etc...) will be completed on time and any other expectations put forth by individual teachers.

\*When deciding between an honors level challenge or a regular classroom experience, parents and students should be aware that an honors class is a level 3 and a regular class is level 2. The leveling of classes has an impact on the student's GPA (Grade Point Average). AP (advanced placement) classes are level 4 and a class like Physical Education would be considered a level 1.

\*If class rank and attaining a higher GPA is important to you, then the honors challenge should be considered.

**\*\*Class of 2018 & 2019 & 2020\*\*** Please refer to the district website ([www.aos94.org](http://www.aos94.org)) for information on the Standards Based Curriculum.

## **Section 22: HARASSMENT**

Each student has the right to perform in an atmosphere which is free of intimidation, ridicule, hostility, and offensiveness. In order to insure such an atmosphere, no individuals will engage in sexual, physical or psychological harassment on another person. Acts of this nature are not only a violation of policy but also constitute illegal discrimination under state and federal laws.

Harassment based on race/color, religion, gender, ancestry/national origin, physical/mental disability, sexual orientation, or age is prohibited.

Besides specific examples listed in the following SAD #46 policy, others would include:

1. threats
2. offensive jokes
3. ridicule, slurs or derogatory actions or remarks

### **HARASSMENT - SAD #46 POLICY**

It is the policy of SAD #46 to provide an environment free of illegal sexual harassment. SAD #46 will not tolerate any type of sexual harassment of its personnel. We will strive to maintain an atmosphere that allows people to perform their jobs free from conduct which can be considered sexual harassment, either physical or verbal, and which may interfere with a productive workplace. Sexual harassment is illegal and is defined in

the regulations of the Equal Employment Opportunity Commission and the Maine Human Rights Commission as:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
  - b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment,
  - c) The following are examples of conduct that may constitute sexual harassment:
    - i. unwelcome sexual advances
    - ii. suggestive or lewd remarks
    - iii. unwanted hugging, touching, or kissing
    - iv. requests for sexual favors
    - v. the display of sexually suggestive objects or pictures
  - d) Filing a complaint of sexual harassment will not result in retaliation against the complainant as this is both against the policy of SAD #46 and against the law. Anyone who feels he/she is a victim of sexual harassment should immediately report this to the appointed officer. Personnel should always be aware that the Maine Human Rights Commission is the State agency responsible for enforcing the laws which prevent sexual harassment and personnel may also file complaints with the commission. The Maine Human Rights Commission can be contacted at State House, Station 51, Augusta, Maine 04333 or by telephone at (207) 624-6050.

### **Section 23: HAZING**

Maine Statute defines injurious hazing as "any action or situation which recklessly and intentionally endangers the mental or physical health of a student enrolled in a public school." It is the policy of the 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 any other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students' organizations, shall plan, encourage, or engage in injurious hazing activities. Persons not associated with this school unit 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 which may include suspension, expulsion, or other appropriate measures.

In the case of an organization affiliated with this school unit 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.

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

#### **Section 24: HONOR ROLL CRITERIA (Class of 2017)**

The honor roll is used as to recognize academic achievement. The honor roll is determined at the end of each quarter. All three honor roll levels are calculated using a combination of GPA (based on the difficulty and weight assigned to MAJOR courses) and the grades received in ALL courses taken. To be eligible for honor roll recognition, a student must be taking a minimum of seven credits in MAJOR courses.

The following are NOT considered MAJOR courses; therefore, they are not considered in the calculation of a student's GPA.

1. Peer Helpers
2. Student Assistants
3. Any P/F Courses

#### **Levels:**

**Level I** - Highest Honors: To receive highest honors, the student must earn a 3.20 GPA or higher. Also, the student must earn an 85 or better in ALL courses, including those listed above.

**Level II** - High Honors: To receive high honors, the student must earn a 2.75 GPA or higher. Also, the student may have an 80 or above in one course but grades in ALL other courses must be 85 or better.

**Level III** - Honors: To receive honors, the student must earn a 2.25 GPA or higher. Also, the student may have an 80 or above in one course but grades in ALL other courses must be 85 or better.

#### **Class of 2018 & Beyond**

**Highest Honors** - 3H or Higher (All Standards)

**High Honors** - 3M or Higher (All Standards)

**Honors** - 3 or Higher (All Standards)

#### **VALEDICTORIAN - SALUTATORIAN**

The student with the highest GPA of the senior class will be the Valedictorian of that class. The student with the second highest GPA of the senior class will be Salutatorian. To be considered for one of these two positions, a student must have seven semesters of grades to calculate their GPA from. Also to be considered for Valedictorian or Salutatorian, the graduating student must have completed two of the seven semesters used in calculation at Dexter Regional High School.

#### **Section 25: LIBRARY/MEDIA CENTER**

LIBRARY hours: 7:30 am - 3:00 P.M. Monday - Friday

The library is to be used by all students to do assigned reports and research, to select and sign out books, magazines and other library materials, to keep informed and

current by reading magazines and newspapers. The library is a quiet place for students to work independently or collaboratively in small groups. Under all circumstances students are to show respect for each other and for all library resources and equipment. By using Destiny, the online book and resource catalog students can log in to renew their books, write book reviews, rate books, and request books and resources. The District link to Destiny, the automated library catalog is <http://sad46-lib.sad46.org/>, from here click on Dexter Regional High School. On the DRHS Library homepage students can access MARVEL databases and the Maine InfoNet Download Library, a site where students can borrow digital ebooks and audiobooks free of charge. Please ask for books and resources that can not be found in Destiny, we can borrow materials from other libraries through interlibrary loan or put your requests in our budget to buy. The library has digital cameras, a digital video camera, a scanner, LCD projector, a video editing computer, and overhead projectors for school use. Ask us about the many services and resources available at the library.

#### **Section 26: LOCKERS**

All student lockers are the property of Dexter Regional High School and are loaned to students for their use. These lockers are subject to search by members of school administration at any time when it appears that they may contain items which have the potential to endanger the safety and well-being of the school community.

#### **Section 27: LOITERING**

Students are not to loiter on school property during after-school hours. Only those seeking teacher help or those involved in after school activities are allowed.

#### **Section 28: LOST AND FOUND**

A lost and found area exists in the main office. Students finding lost items are to turn them into the office as soon as possible. Students are also to report immediately the loss of property to the office.

#### **Section 29: MAKE-UP WORK**

Students who miss classes for a legitimate reason will be given the opportunity to make-up work missed in each class. The following guidelines must be followed:

1. It is the responsibility of the student to see his or her teachers immediately upon return to school to determine work to be made up and the time allowed to do so.
2. If the date for a quiz, test, or some assignment was known to the student before the absence, there is no excuse for not taking the quiz or test or passing in the assignment upon return to school unless there exists extenuating circumstances.
3. In other situations, the time to make up missed work should take no more time than that missed from classes.
4. Any assignment not completed by the due date set by a teacher will be subject to individual teacher make-up policy.

#### **Section 30: USE OF MEDICATIONS DURING SCHOOL HOURS**

Any student who is required to take medication during school hours should bring only one day's dosage to school. All medication should be taken to the office along with

instruction for its use and given to the school secretary.

Medications that can be taken at home should not be brought to school. However, if it must be taken at regular intervals, such as every four hours, or some other doctor prescribed reason, this will be considered a valid reason.

Parents who would like to have the secretary give their child a Tylenol or similar medication must have a permission form on file in the office, and provide the office with a supply of the medication.

#### **Section 31: MORNING ARRIVAL**

When students report to school in the morning, they will go to the cafetorium, and wait for the 7:45 a.m. bell to go to their lockers. They must be in their first period class by 8:00 a.m. Students must have the permission of the teacher in charge of the room to go to their lockers once the class begins.

#### **Section 32: NON-DISCRIMINATION POLICY**

It is the policy of SAD #46 to ensure equal employment/education opportunities/affirmative action regardless of race, sex, color, national origin, marital status, religion, age or handicap in accordance with all federal and state legislation. Inquiries and/or grievances can be made to Affirmative Action/Title IX Coordinator, MSAD #46, 175 Fern Road, Suite 1, Dexter, ME 04930, telephone 924-6000 or to the Directors of the United States of Civil Rights, Department of Education, Washington, DC 20507.

#### **Section 33: PERFECT ATTENDANCE**

Awards are given at the Final Assembly in May or June to students who have demonstrated a record of perfect attendance for the year. This means that a student has not missed any school time for any reason whatsoever, including tardies or dismissals from school of any kind.

#### **Section 34: SCHOOL PROPERTY**

Textbooks and supplies represent a major expense in the budget. Students and their parents or guardians are liable for the cost of any book or item of school property lost, defaced, or damaged while on loan to students. The student, not the school, is responsible for the care and maintenance of all such property and should exercise good judgment and common sense.

#### **Section 35: SENIOR PRIVILEGE CRITERIA**

1. The student must maintain a 2.75 cumulative GPA.
2. For their senior year students **must** have a **clean** disciplinary record which includes **no** detentions, suspensions, unexcused absences, tardies, and/or dismissals. Students cannot violate their contract for co-curricular activities.

##### **Rules and Regulations for Senior Privileges**

1. **Enactment of Senior Privileges:**
  - A. Senior Privileges will begin the second Monday following the distribution of first quarter grades.

- B. Any student requesting Senior Privileges must read, sign and return the permission slip by the first Friday after distribution of first quarter grades.
2. **Rules for Senior Privileges:**
    - A. The student may leave the building only during his/her study hall(s) or lunch.
    - B. The student **must** sign out in the office. If a student comes back, he/she **must** sign in.
    - C. The student must leave school grounds immediately.
    - D. If there is a scheduled assembly during a study hall, the student must be present. This includes MARCHING PRACTICE and class meetings.
    - E. The student must maintain a grade of 85 or better in each class to keep privileges.
  3. **Senior Privileges are not rights, they are PRIVILEGES! The following rules are the most important to the survival of the program:**
    - A. NO students will consume/use any drug, alcohol, or tobacco product on/off school grounds during Senior Privileges.
    - B. Students given the privileges of leaving school grounds will properly represent DRHS in a manner that is respectable to the public.
    - C. Any senior who in the administration's opinion demonstrates poor behavior or a lack of good citizenship shall be subject to suspension of Senior Privileges.
  4. **Criteria for Suspension of Privileges:**
    - A. Failing to follow the established rules
    - B. Receiving a detention after gaining privileges (school policy states three unexcused tardies result in a detention)
    - C. Being late for class upon returning from Senior Privileges
    - D. Not attending a scheduled assembly

### **Section 36: SNOWMOBILES AND ATV'S**

Students who bring snowmobiles (when conditions permit) to school are to park them at the south end of the building on the bank by the maintenance building as soon as they arrive. They are not to be ridden around the school grounds during school hours on any day school is in session. ATVs and dirt bikes cannot legally be driven to school.

### **Section 37: STUDENT RECORDS AND INFORMATION**

Operating under the premise that the education process is a cooperative effort between the student's family and the school, it is the intent of the Dexter Regional High School Administration to comply fully with the provisions of the Family Educational Rights & Privacy Act of 1974 (FERPA) as well as any other relevant federal and state mandates as they relate to student records, personally identifiable information and confidentiality. To comply with this, Dexter Regional High School establishes the following policy:

1. Parents have the right to inspect and review the student's educational report.
2. Parents and/or an eligible student have the right to seek to correct parts of the student's educational record if he or she believes it to be inaccurate or misleading.
3. It is the intent of the administration of Dexter Regional High School to limit the

dissemination of information contained in a student's record.

4. Parents and/or an eligible student have the right to file a complaint if there is a violation of the FERPA or of this policy.

### **Section 38: STUDY HALL REGULATIONS**

All students may be assigned seats and are expected to be seated in them unless permission is granted by the study hall teacher to make changes.

1. All students must have study or reading materials with them when attending study halls.
2. Speaking, working together or using a computer for non-academic reasons will be by permission of the study hall teacher.
3. Permission to go to the library must be obtained from the study hall teacher.
4. Students who wish to be excused from study halls to see a teacher must have a pass from that teacher before the study hall teacher will excuse them.
5. Permission to use rest rooms during study hall periods will be regulated by the study hall teacher.
6. Disciplinary problems which occur in the study hall may be handled by the Assistant Principal's office through the office detention system.

### **Section 39: SUBSTANCE ABUSE PROGRAM**

SAD #46 has a part-time Chemical Health Coordinator to provide student services, support, and classroom education on the diseases of Chemical Dependency. Students are encouraged to seek help for themselves or their friends who are affected by this disease. This is a confidential service to the students of this school district.

#### **SUBSTANCE ABUSE POLICY**

##### **A. STUDENTS**

##### **1. Possession or Use**

If a student is caught with, or under the influence of any regulated drug (not prescribed for medicinal use) including alcohol, during the school day on district property, or while representing the school through the extra curricular program at a scheduled practice or event, or while attending a school sponsored function including all school dances, that student will receive an out-of-school suspension for ten school days. The length of this suspension may be shortened if the student involved and his/her parents or guardians agree to meet with and abide by all the recommendations of the Dexter Regional High School Student Chemical Dependency Team. Failure to meet with the team or abide by its recommendations will result in an indefinite suspension from all extra curricular participation including the privilege of attending school dances. Repeat violations may lead to expulsions.

##### **2. Distribution or Sale:**

The sale of drugs, including alcohol is absolutely unacceptable. A student caught selling drugs on school district property will be suspended immediately for ten school days and the proper law enforcement officer's will be notified. Repeat violations will lead to expulsion.

**B. STUDENT/ATHLETES**

**1. Possession or Use:**

If a student-athlete is caught with or under the influence of any regulated drug (not prescribed for medicinal use), including alcohol and all tobacco products, during a sports season, that student/athlete will receive a minimum suspension from the athletic program of (10) ten consecutive days or a greater period of time to be determined by the Athletic Director based on the varying characteristics of the sport. This suspension period will include at least one regular season game. During this suspension period, the student involved will be required to attend practices in a secondary role as well as games in nonparticipant role. If the student/athlete and his/her parents or guardians agree to meet with and abide by all the recommendations of Dexter Regional High Chemical Dependency Team, that student will be allowed to return to the athletic program in a full participating role at the end of the suspension period. Failure to meet with this Chemical Dependency Team or abide by its recommendations will result in an indefinite suspension from the entire athletic program. Repeat violations may lead to permanent suspension from the entire Dexter Regional High School Athletic Program.

**\*A sport season is defined as beginning on the date of the first official practice and ending with the completion of the awards banquet for that season.**

**2. Distribution or Sale**

A student/athlete caught selling or distributing drugs or alcohol will be suspended from all athletic participation for the remainder of the school year and the proper law enforcement authorities will be notified.

**C. CONCERNED PERSON REFERRALS FOR STUDENT AND STUDENT/ATHLETES:**

The Administration at Dexter Regional High School recognizes the fact that the abuse of drugs and alcohol is a sign of possible presence of the disease of Chemical Dependency. This disease, if left untreated, will destroy many aspects of the victims' lives and keep them from reaching their top potential. It is our philosophy to offer any assistance we can to those individuals afflicted with this illness. No disciplinary action will be taken, and confidentiality will be maintained, when students approach members of the faculty, coaching staff or administration with concerns about the individual they feel is adversely affected by their use of drugs or alcohol.

**CHEMICAL DEPENDENCY TEAM**

	<b>STUDENT</b>	<b>STUDENT ATHLETE</b>
Teacher / Coach	Mrs. Veazie	TBA
Student Representative	TBA	TBA
Guidance	Mrs. Hartel	Mrs. Hartel
Athletic Director	Mr. Pelotte	Mr. Pelotte
Assistant Principal	Mr. Pelotte	Mr. Pelotte
Principal	Mr. Bell	Mr. Bell

**Section 40: SUBSTITUTE TEACHERS**

It is the policy of the administration at Dexter Regional High School to ensure that all staff members will be treated with the respect they deserve as members of the educational community. This is especially true for substitute teachers who are only in

the building on limited occasions. Disrespect to any member of the staff will not be tolerated.

#### **Section 41: SUSPENSION**

An administrator may suspend a student up to ten school days when in the judgment of the administrator a student's behavior warrants a suspension. The administrator must provide students who may be suspended from school for ten days or less the following due process protections:

- A. Prior to suspension, an administrator must;**
  - 1. Inform the student of the charges against him/her and
  - 2. Inform the student of the basis of the charge - names of witnesses or informants need not be revealed at this time.
  - 3. If the student denies the charge, the administrator must give the student an opportunity to tell his/her side of the story.
- B. If the presence of the student in the school poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, an administrator may;**
  - 1. Suspend the student immediately for ten days or less and
  - 2. Comply with A1, A2, and A3, within two days.

After the first suspension, the student and parents may have to meet with the Principal or Guidance Counselor before returning to school; after the second suspension, the student and parents will meet with the Principal before returning to school; after the third suspension the student and parents may have to meet with the Superintendent or school board before the student will be re-admitted to school.

Students who are under suspension should not be on SAD 46 school grounds during the suspension. Make-up work may be picked up by a parent or guardian.

When a student has been suspended from school, he/she is expected to make up work at the convenience of the teacher.

#### **Section 42: TELEPHONES**

Students are not allowed to use the office phones except in case of emergency or illness.

Students will not be called out of classes or study halls to accept telephone calls except for emergency calls from parents.

Cell phones not to be used during academic class time. (Break time and lunch is allowed.

#### **Section 43: TOBACCO REGULATIONS**

Use of tobacco has been medically proven to be a serious hazard to one's health. It is our philosophy to do all we can to discourage use of tobacco. Any student who is caught using tobacco on school property will be suspended from school.

- 1. FIRST OFFENSE: FIVE (5) DAYS.
- 2. REPEATED OFFENSES: EXTENDED SUSPENSION

Students are not allowed to possess tobacco in any form on school property.

Possession will carry the same penalty as above.

The school administration stands ready to assist students who use tobacco in breaking the habit by recommending appropriate tobacco cessation programs. Please see a guidance counselor for information regarding these programs.  
There will be no smoking of any kind on school premises.

#### **Section 44: TRANSPORTATION**

Students are the responsibility of the school from the time they board the bus in the morning until they are left off at their stop at night.

Therefore:

1. Students will be picked up and dropped off at their residence or designated bus stop.
2. Once students board a bus they become the responsibility of the school and all school rules apply. Students are not allowed to leave the bus except at their normal and regular stops without written permission from the parent or legal guardian.
3. Upon arrival at school, all students must immediately enter the building. Students are not to go to the parking lot or leave the school grounds during the day without permission from the office. Doing so will result in detention(s) and subsequent suspension if necessary.
4. At the end of the school day, bus students must wait on the loading platform, in the Cafeteria, or in the lobby. They are not to leave the school grounds or go to the parking lot.
5. Students who transfer to other buses at Harmony and Exeter are allowed to travel part way by bus and the remainder by car. Once students board a bus at home or at DRHS they must ride the bus all the way to their normal and regular stop. Any wishing to ride by car from the transfer school must have written permission from the parent or legal guardian.
6. Students who misbehave on any a.m. or p.m. bus will be reported to the Transportation Director:
  - a. The first offense will result in a warning.
  - b. The second offense will result in a 3-day suspension from riding the bus.
  - c. The third offense will result in a 5-day suspension from riding the bus.
  - d. The fourth offense will result in a 10-day suspension from riding the bus.
  - e. Any further offense will result in the suspension of bus riding privileges for the remainder of the school year.
  - f. Any reports of misbehavior that are considered of a serious nature will be handled by the Transportation Director and Building Principal/Asst. Principal. Disciplinary action will follow the guidelines listed in the student handbook regarding the reported offense.
  - g. The Transportation Director reserves the right to suspend the bus riding privileges of a student at any step of the procedure.

The following regulations pertain to students who have had their transportation privilege suspended due to disciplinary action:

Students shall not ride on any bus to or from school for the days outlined in the suspension. The student's privilege to ride the activity bus is automatically revoked

during the suspension. Students are still expected to be in attendance at school even though their bus riding privilege has been suspended. Absences due to lack of transportation will be considered unexcused. Cancellation of school, holidays, or other non-student days will not count toward a day of bus suspension.

#### **TRANSPORTATION TO AND FROM EXTRA CURRICULAR AND CO CURRICULAR ACTIVITIES**

Given the fact that it is safer for students to be transported in buses than in cars, it is the school's basic expectation that students will ride to and from activities on a bus. In the event that a parent wishes to have a student excused from going home from an activity by bus, the following provisions will be followed:

1. All participants will ride on the bus to all away activities.
2. Students will be allowed to ride home from activities with a parent if the parent tells the coach/advisor that the student is riding home with that parent.
3. If a parent who will not be in attendance at the activity wishes for his/her child to ride home with another adult, a note must be written stating this fact. The note will specify the adult with whom the student is riding. The note must be given to the Assistant Principal/Athletic Director before the students leave for the activity. The note will be signed by the Asst Principal/AD and returned to the student. The student will present the signed note to the coach/advisor before leaving for the trip. If the note is not signed by the Asst. Principal/AD, the coach/advisor will not allow the student to ride home with the parent named in the note.
4. If a parent of one of the athlete's wishes for his/her child to ride home with another adult, a note must also be written stating this fact. The note will specify the adult with whom the student is riding.
5. For purposes of this policy, an adult is defined as someone aged 21 or older.
6. Permission for a student to ride with a sibling will be determined according to all provisions of #3, #4, and #5 above.
7. Athletes will follow the rules, regulations and expectations concerning behavior on the bus.
  - A. Yelling and/or loud and boisterous behavior on the bus shall not take place.
  - B. Athletes will remain seated during the trip.
  - C. Athletes will not yell out the window or make gestures out the window.

#### **Section 45: TRUANCY**

Truancy is defined as absence from school without the permission of parents, guardians, and the school. Students who are truant will receive a zero for any classes missed. The first offense will result in detentions which are equivalent to the time missed, the second, a one day suspension with a parent conference before returning to school and the third a three day suspension with another parent conference before returning.

#### **Section 46: VANDALISM**

Students who deface school property will be required to make restitution according to Maine State Law and will be subject to appropriate disciplinary action in school. (MRSA Title 20-A, Section 6805: If a minor injures or aids in injuring a schoolhouse or school

outbuildings, utensils or appurtenances; defaces the walls, benches, seats, or other parts of school building by marks, cuts or otherwise; or injures or destroys school property belonging to a school administrative unit, the unit may recover from the minor's parent, in civil action, double the damage.) The cost of repairing damage done by unidentified students will be deducted from individual class funds each year.

**Section 47: VISITORS**

Student visitors are not allowed in the high school at any time during the school day unless prior permission has been secured from an administrator. All visitors must report directly to the main office to receive an identification badge.

**Section 48: WEIGHT ROOM USE**

The use of the weight room will be determined solely by the Athletic Director, any students outside organizations or athletic teams wishing to use this facility must obtain the Athletic Director's permission and appropriate supervision must be assured.

**Section 49: WITHDRAWALS**

A student wishing to withdraw from school will go to the guidance office to report his/her intention and to fill out a withdrawal form.

He/she is required to have a parent's signature and meet with the Guidance Director.

All textbooks and equipment must be returned to their teachers, and library books must be returned to the librarian. The locker must be emptied.

**Section 50: SPORTSMANSHIP CODE -- For Players**

- A. Recognize that you represent your school and that any reflection on your conduct is a reflection on your school.
- B. Keep faith with your school, your coach, your teammates and yourself.
- C. Play fair; play your best,
- D. Observe the rules; train faithfully; follow your coaches' instructions.
- E. Be respectful to officials; accept adverse decisions graciously.
- F. Be modest in victory; gracious in defeat.

**For FANS - ADULT AND STUDENT**

- A. Remember that you, as well as the athlete, represent your school.
- B. Encourage good sportsmanship, courteous treatment of visitors, and absolute fairness under all conditions.
- C. Acquaint outsiders with the ideals of sportsmanship which are acceptable to your high school.
- D. Impress upon persons attending games their responsibility for the maintenance of proper standards of sportsmanship.
- E. Become familiar with the rules of eligibility and support our team, especially when it is losing and needs you most. Don't be a "fair weather" sportsman.

**Section 51: EXTRA-CURRICULAR ELIGIBILITY POLICY**

To put into perspective the importance of academics and to encourage students to emphasize their studies -

1. All students must be passing a minimum of five (5) academic courses or equivalent of, each time grades are checked. Students in a standard based grading system will have to pass meet the academic and habits of work standards in 5 subjects to be eligible for extracurricular activities.
2. If a student is not actively carrying and passing five courses, which will be checked approximately every 4½ weeks and at the end of each quarter, the student will be determined to be not eligible and placed on the ineligible list. Ineligible means the student is not allowed to participate in games, scrimmages or performances but will be allowed to stay on the team and participate in practices for a period of two weeks when grades will be checked again. If the student is still ineligible, they will be removed from all team activities (including practices) for one week and grades will be checked again. If the student is still ineligible at this point, they will remain off the team until the next official grade check.
3. Incompletes will be treated as failures until such time as the incomplete is made up and a passing grade is received.
4. The use of summer school courses or correspondence courses to re-establish eligibility over the summer is not allowed.
5. To be eligible, technical students must be passing at the Technical Center plus one other course.
6. Activities this policy will cover are:
 

Athletics	Musical	Jazz Band	Chess Team
Show Choir	Math Team	Drama	Student Gov't

Students who are declared ineligible at the end of the fourth ranking period will not become eligible until the first academic check in the following school year (approximately 4 weeks after the season begins). Students will be eligible for practice during the first week and will return to full team status at the beginning of the second week.

**Section 52: MAINE PRINCIPALS ASSOCIATION ELIGIBILITY RULES**

In order to be eligible to participate in those activities which are sponsored by the MPA (Maine Principal's Association), participants must meet the following standards:

1. Must be regularly enrolled in the school he/she represents.
2. Must not compete under an assumed name.
3. Must not participate on an outside team unless given permission by the local school authorities.
4. Must be under 20 years of age.
5. Must not participate for more than 8 consecutive semesters from the time his/her freshman class enters high school until that class graduates.
6. Must complete and pass work in the equivalent of 4 full-time subjects with credit towards graduation in the most recently completed quarter.

### Section 53: CO-CURRICULAR ELIGIBILITY CALENDAR

Progress Reports issued - Eligibility determined	September 23
1 <sup>st</sup> Quarter Ranks Close - Eligibility Determined	October 28
Progress Reports issued - Eligibility determined	December 2
2 <sup>nd</sup> Quarter Ranks Close - Eligibility Determined	January 13, 2017
Progress Reports issued - Eligibility determined	February 10
3 <sup>rd</sup> Quarter Ranks Close - Eligibility Determined	March 24
Progress Reports issued - Eligibility determined	April 29
4 <sup>th</sup> Quarter Ranks Close - Eligibility Determined	TBA

If a student is absent from school for the day or part of a day he/she may be ineligible to participate in the activity of that day. It is possible that students who miss the day following an activity may not be allowed to take part in the next event. The Athletic Director and

Principal will consider each case and make the decision. Excusable absences are as defined in Section 1A.

#### IMPORTANT NOTES OF INTEREST

- DRHS Main Office 924-5536
- Guidance Office 924-5537
- Superintendent's Office 924-6000 ext #2
- Bus Garage 924-6216
- District Website [www.aos94.org](http://www.aos94.org)

Pre-Season Dates:	Fall	August 15, 2016
	Winter	November 21, 2016
	Spring	March 27, 2017

When inclement weather is predicted everyone is encouraged to listen to more than one local station. Watch channels 2, 5, 7 or listen to radio stations 106.5, 107.3, 94.5, and 104.7 or you will be notified by the ALERTNOW Notification Service if have provided us with the necessary information.

Drop off ONLY along the softball field and exit by continuing by the football field, behind the high school and out to the Pine Street exit. There should be NO traffic flow around the circle under the canopy other than buses and handicap vehicles. NO parking along the entrance at any time. NO traffic will be under the canopy except buses and handicap vehicles. This will be before, during and after school hours. Handicap vehicles ONLY will park at the far end of the canopy by the gym. All other vehicles should park in the front parking lot.

Cover designed by Ethan Wiers, a student in the Graphic Design & Communications Program at Tri-County Technical Center. Ethan is from Nokomis Regional High School.