

# **BELFAST AREA HIGH SCHOOL**

**STUDENT HANDBOOK 2005 • 2006**

## **SCHOOL SONG**

Stand up and cheer for Belfast High  
For Belfast wins today.  
Hear the Lion's roar grow more and more  
(Opponent) we're on our way.  
V-I-C-T-O-R-Y the blue and gold will never die  
Send it loud and clear for Belfast  
As the backs go tearing by.

**SCHOOL COLORS**  
Royal Blue and Gold

**MASCOT**  
Lion

## ***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

*Belfast Area High School  
MSAD #34  
Serving the Communities of Belfast, Belmont, Northport  
Morrill, Searsmont and Swanville*

**Student Handbook**

**2005-2006**  
**WELCOME TO BELFAST AREA HIGH SCHOOL**

**To The Parent/Guardian:**

This handbook has been prepared to explain and clarify the procedures, policies, and regulations at Belfast Area High School. You are urged to contact Mr. Butch Arthers or Mr. Bruce Mailloux if you have any questions.

**To The Student:**

On behalf of the faculty, we would like to welcome you to Belfast Area High School for the coming year. We are looking forward to assisting you in fulfilling your educational goals. Belfast Area High School has a history of fine academics and extra curricular accomplishments. We expect you to meet your goals, which you have set, to carry on the tradition and to make this a better place. You can benefit from everything Belfast Area High School has to offer by being actively involved in your classes and programs offered. If you encounter difficulties, seek out any of our trained professionals and we will do our best to help you.

You are expected to be civil with each other and show respect to other students and the staff at Belfast Area High School. We will have **zero** tolerance for harassment and/or blatant disrespect for students or staff.

We are here to make your years in high school enjoyable and successful as possible. However, we will challenge you educationally to allow you to reach your potential. We welcome the opportunity to help you achieve your goals through your high school career.

Butch Arthers, Principal

**DISCRIMINATION STATEMENT**

Belfast Area High School ensures equal employment and educational opportunities and affirmative action, and does not discriminate in its educational programs, services, or employment policies on the basis of sex, race, color, creed, national origin, marital status, sexual orientation, age, or disability.

Inquiries regarding compliance with the Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, or other federal or State of Maine anti-discrimination laws, or concerning other issues of equity and discrimination, may be directed to:

Kim Buckheit  
Troy Howard Middle School  
Belfast, ME 04915  
207-338-3320

## Belfast Area High School Mission Statement

**C**ommunity **O**ppportunity **R**esponsibility **E**ducated Lifelong Learners

The mission of Belfast Area High School is to create and foster an academic **community** which models and supports development of knowledge and skills that will provide all students with **opportunities** to become **responsible** citizens and **educated** life-long learners in today's global society.

### Academic, Civic, and Social Learning Expectations

Each student will be...

#### A clear and effective communicator who...

- uses oral, written, visual, artistic, and technological modes of expression.
- applies appropriate forms of communication for a specific audience and purpose.
- uses English and has the opportunity to learn at least one other language.

#### A self-directed and lifelong learner who...

- creates career and education plans that reflect personal goals, interests and skills and available resources.
- demonstrates the capacity to pursue curricular interests independently.
- finds and uses information from databases, and other resources.

#### A creative and practical problem solver who...

- observes situations objectively to clearly and accurately define problems.
- frames questions and designs data collection and analysis strategies from a variety of disciplines to answer those question.
- generates a variety of solutions, builds a case for the best response, and critically evaluates its effectiveness.

**A responsible and involved citizen who...**

- recognizes the power of personal participation to affect the community and demonstrates participation skills.
- understands the importance of accepting responsibility for personal decisions and actions.
- recognizes and understands the diverse nature of society.

**A collaborative and quality worker who...**

- exhibits a strong work ethic both independently and collaboratively.
- assesses individual interests, skills, and values in preparation for entering the workplace.
- demonstrates reliability, flexibility, and concern for quality.

**An integrative and informed thinker...**

- applies and integrates knowledge and skills in all endeavors.
- applies learned concepts to real life situations.

approaches each learning situation with an open, inquisitive, and receptive attitude.

**RIGHTS AND RESPONSIBILITIES**

Belfast Area High School is dedicated to recognizing the rights and responsibilities of all its members. To that end, the violation or infringement of anyone's civil, social, or physical rights will not be tolerated. Activities, language (written or oral), pictures, gestures, or touching that in any way disparages a person's dignity, race, ethnic origin, gender, religion, or creed is not acceptable. Anyone who feels that any of his/her rights as stated above have been violated should contact either Mr. Mailloux, Assistant Principal, or Mr. Arthers, Principal.

Please refer to MSAD #34 Student Code of Conduct document for specific Rights & Responsibilities in the following areas:

1. Education
2. Learning Environment
3. Expression
4. Poses & Distribute Literature
5. Religion
6. Peaceful Assembly
7. Privacy
8. Transportation

## ATTENDANCE POLICY

The school laws of Maine require regular school attendance (Maine State Law requires attendance until the age of 17). Each STUDENT is expected to be in attendance except when there is an emergency. Student involvement in daily classroom activities is essential. Absences from school may result in failing grades, withdrawal from classes and/or other disciplinary action. It is imperative that PARENTS plan family trips/vacations to coincide with scheduled school vacations and plan professional visits to doctors, dentists, orthodontists, etc. during non-school hours. Attendance is a vital part of a successful educational experience. **IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO SUBSTANTIATE AN EXCUSED ABSENCE. ALL UNEXCUSED CLASS/ SCHOOL ABSENCES WILL BE SUBJECT TO DISCIPLINARY TIONS.**

If a student accumulates 6 or more absences (excused or unexcused), a parent/guardian meeting will be set up with the administration.

### OFFICE ATTENDANCE

#### **A. Excused Absences**

1. Belfast Area High School and the State of Maine defines an excused absence as:
  - a. Personal illness
  - b. An appointment with a health professional that cannot be made outside the regular school day
  - c. Observance of a recognized religious holiday when the observance is required during the regular school day
  - d. A family emergency (verification may be requested)
  - e. A planned absence for personal or educational purposes that has been approved by the school

For any excused absence, known ahead of time, the student is responsible for getting assignments **before** the absence.

2. **Procedures to follow:** When school time must be missed, please follow this procedure:
  - a. When school time must be missed **THE PARENT/GUARDIAN MUST CALL THE SCHOOL** before 9 am on the morning of the absence. Please give the student's name and the reason for the student's absence. The student must report to the office upon his/her return to school to get a pass to be admitted to classes.

If it is not possible to call the school on the day of the absence, a note must be presented to the office before the student will be admitted to classes with a pass. The note must contain the STUDENT'S FIRST AND LAST NAME, the date(s) student was absent, and the reason for the absence. It must be signed and dated by the parent/ guardian. ANY STUDENT **NOT** BRINGING IN A NOTE OR HAVING A PARENT/GUARDIAN CALL WITHIN **TWO DAYS OF THE ABSENCE** WILL BE UNEXCUSED AND APPROPRIATE DISCIPLINARY ACTIONS WILL BE APPLIED.

b. Absences for medical appointments or educational purposes require verification. The verifications may be in the form of an appointment card or note on medical or institution letterhead.

c. Any student that has been absent for any length of time must report to the office to pick up a re-admittance slip, which must be presented to each teacher.

d. Students are allowed to make up all work missed for an excused absence. The student should ask for the missed assignments and/or make arrangements with the teacher to make up any tests.

#### **B. UNEXCUSED ABSENCES**

1. As stated, any absence not meeting the above criteria for an excused absence is an unexcused absence.
2. Any absence not excused 2 days after the return to school will be considered an unexcused absence.
3. Any work missed due to an unexcused absence will result in a zero.
4. By State Law a student may be deemed "habitually truant" after 10 unexcused absences.
5. Leaving school without permission is an unexcused absence. Permission after the fact is not acceptable.

#### **C. APPEALS**

All absence issues are subject to appeal to the Administration.

#### **D. TARDINESS TO SCHOOL**

A student not in his/her first period class at **7:38AM** shall be considered tardy. Just as in employment, students are expected to be on time. STUDENTS ARRIVING TARDY MUST REPORT DIRECTLY TO THE OFFICE TO RECEIVE A PASS TO CLASS. OVER SLEEPING WILL BE CONSIDERED AN UNEXCUSED TARDY. Continual transportation problems will not be considered excused if busing is available to the student. On the fourth tardy

and each subsequent tardy, per quarter, will result in an office detention.

#### **E. DISMISSALS**

1. Parents are strongly urged not to dismiss students from school unless there is a family emergency or an appointment that cannot be made at another time. **This includes study halls and lunch.**
2. Students may be dismissed for personal illness\*, observance of religious holidays, family emergencies, planned absences for personal or educational purposes which have prior approval by school administrator and appointments with a health professional that **CANNOT** be scheduled outside of the regular school day. An appointment card from the doctors' office must be presented in order to receive an excused dismissal card for scheduled health appointments. **FAILURE TO GET DISMISSED BY THE OFFICE WILL RESULT IN DISCIPLINARY ACTIONS FOR LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION.**

School work missed because of early dismissal must be made up within 24 hours unless special arrangements have been made with the teacher(s).

3. Students requesting dismissal from school on a given day must present the office with a note from their parent/guardian prior to 7:38 am. The note must have **student's full name, date, time of dismissal, reason for dismissal, and be signed by the student's parent/guardian. If dismissal is for an appointment the appointment card must also be presented at this time.**

\*Students wishing to be dismissed because of illness are to report to the nurse (office is located downstairs across from the guidance office). After receiving a dismissal pass from the nurse, students must report to the office to sign out. **IF THE NURSE IS NOT IN THE NURSE'S OFFICE, STUDENTS SHOULD REPORT DIRECTLY TO THE OFFICE FOR ASSISTANCE OR TO BE DISMISSED.**

#### **CLASS ATTENDANCE**

1. All students are expected to attend all classes and study halls unless excused by the office. **Regular class attendance** is vital to successful performance in the classroom. We will not condone unexcused class or study hall absences.
2. Each teacher will create a **participation grade** that will be representative of each student's attendance and effort in the class.
3. The day a student returns from an excused absence(s), it is the student's responsibility to arrange for make-up work. The individual teacher will determine make-up work policy.

4. Students who have an **unexcused absence** from class will receive a **zero** for that class. Make-up work will still be required; however, the grading and credit granted are at the **discretion of the teacher**.
5. Unexcused tardiness to class will be subject to disciplinary action.
6. Students missing classes due to any school events must get assignments ahead of time to avoid late work. This is the **student's** responsibility.
7. Any student missing more than 6 classes (excused or unexcused) in a quarter may be asked to have parent(s)/guardian(s) come in to meet with teacher(s), Guidance Counselor, and Administration.

#### **PERFECT ATTENDANCE**

**Perfect attendance is desired by most, sought by some, achieved by a few, and respected by all. To achieve perfect attendance, a student must be in school everyday of the school year for at least four class periods. The only exception is if the student is away from school for the day because he or she is involved in a school-sponsored activity.**

#### **DISCIPLINE POLICIES AND REGULATIONS**

Students are expected to be courteous and respectful to all school personnel and to other students in and out of the classroom.

Practical strategies for dealing with misbehaviors have been addressed. These guidelines will serve to provide consistency.

Students are also expected to give their names, if asked of them by any staff member. Failure to comply with the directions of school personnel acting in the performance of their duties shall be considered insubordinate and subject to immediate removal from school.

All rules and sanctions for MSAD #34 can be found, in depth, in the MSAD#34 **Rights And Responsibilities Handbook/2004-2005 Code of Conduct**. These rules and regulations have been adopted by the School Board of MSAD #34 and represent its official policy, and fall under three categories.

- Attendance Violation
- Discipline Violation
- Law Violation

A list for most rules will follow. The ranges of discipline will accompany each category. The discipline levels are explained in more detail in the Code of Conduct. Teachers, principals, and other staff are responsible for monitoring student conduct.

**School personnel will take disciplinary action against any student who violates one or more of these rules and regulations in accordance with the consequences stated.** Disciplinary action may include, but is not limited to, reprimand, after-school work, teacher detention, lunch detention, repayment for damages, clean-up, revocation of privileges associated with school activities, removal or expulsion.

If a student accumulates **more than 5 disciplinary referrals**, that student would be disciplined at the next highest disruptive category on subsequent referrals.

If a student accumulates more than **10 disciplinary referrals**, that student will be removed from school until a parent meeting is held, and will be put on a behavior contract at that time.

**All rules and regulations will be enforced on all school grounds and premises before, during and after school hours, or at any other time when school buildings and/or grounds are being used by a school group, off school grounds at any school activity, function, field trip, event, or when students are traveling to or from school.**

**Students who attend Waldo County Technical Center may be required to meet additional restrictive expectations relating to the program design and mission. Such components may include but are not limited to attendance, participation, and dress code regulations.**

## **BUS DISCIPLINE POLICY**

The students are responsible for their behavior on the bus, as inappropriate behavior could affect the safe operation of the bus. Behavior that distracts the attention of the bus driver, and therefore endangers the safety of all students, will be reported and action taken in accordance with these guidelines.

Parents are encouraged to explain the importance of proper bus behavior. Parents will be notified of bus misconduct, and will be encouraged to meet with the bus driver and school officials when the need arises.

Bus conduct slips will be given to the school staff for recording and distribution to parents.

All consequences for bus conduct infractions are explained in detail in the MSAD #34 Student Code of Conduct. Multiply infractions during the school year may be referred to the Superintendent of Schools and **may result in loss of busing privileges for the remainder of the school year.**

## **GENERAL INFORMATION**

### **CAFETERIA**

Belfast Area High School provides a cafeteria where students may eat during break and the lunch period. Students are asked to leave tables clean and conduct themselves in an orderly manner. All lunch trays and rubbish are to be carried to the garbage disposal area. Breaking into the lunch lines is unfair and not allowed.

### **LUNCH**

Lunch is a busy time of the day with many students going in many directions. There are a few basic rules that must apply.

1. Students may eat in the cafeteria, the front lobby, or outside on the picnic tables.
2. It is expected that all eating areas will be kept neat and clean and that students will not litter.
3. Authorized areas at lunch time include: the cafeteria, the front lobby, outside under the awning, the picnic table area, the gym and the main lobby between the two sets of double doors. All other areas are considered unauthorized and subject to office referral if students do not have a valid pass.

### **DANCES**

Dances are intended to be enjoyable and fun for all students. In order to prevent the disruptions that have a negative impact on events, the following rules are in place:

1. All guests must be on the guest list in the office by Friday noon.
2. If you chose to leave, you are expected to leave the school grounds immediately and will not be readmitted to the dance.
3. No containers, coats or backpacks in the gym. These will be stored in a supervised area, usually the cafeteria.
4. Suspicion of alcohol use may result in the use of a breath analyzer and a call to parents or the police.

### **DRESS CODE**

We will not tolerate offensive or suggestive clothing. Due to recent concerns with inappropriate dress, the following rules have been incorporated in the MSAD #34 Code of Conduct.

1. No clothes with alcohol, tobacco, or other drug related pictures or slogans.
2. No clothing with sexually on culturally offensive pictures or slogans.
3. Both shoulders must be covered with at least a ½" of material.
4. Tops should not reveal breasts.
5. Shirts should be tucked in or extend below the belt line.
6. Length of skirts, dresses or shorts should be no shorter than 4" above the knee.
7. No underwear showing.

**ANY VIOLATION OF THESE RULES WILL RESULT IN A STUDENT BEING ASKED TO REMEDY THE INAPPROPRIATENESS OF THE ATTIRE OR WILL BE ASKED TO LEAVE THE SCHOOL.**

### **DRIVING/PARKING**

Due to the fact that we do not have ample parking, **juniors and seniors only** will have the privilege of bringing vehicles to school. If an underclassmen needs to bring a vehicle for any reason, then he/she must see either Mr. Arthers or Mr. Mailoux for approval.

All cars must be registered or re-registered in the office each year and a sticker displayed on the inside of the windshield in the right hand corner. **AT THE TIME OF REGISTRATION OR REREGISTRATION YOU WILL BE GIVEN INFORMATION CONCERNING THE AREAS AVAILABLE FOR STUDENTS TO PARK. FAILURE TO PARK IN THE PROPER AREAS WILL RESULT IN YOUR LOSS OF PARKING PRIVILEGES.**

A separate registration card and sticker must be obtained for each vehicle you bring to school. Registration cards are available in the office. **STUDENTS ARE EXPECTED TO PARK THEIR VEHICLE IN THE PROPER AREA AND EXIT THE VEHICLE IMMEDIATELY. STUDENTS ARE NOT PERMITTED TO CONGREGATE OR LOITER IN PARKING AREAS, SMOKE IN OR AROUND VEHICLES IN PARKING AREAS, OR SIT IN VEHICLES.**

### **EMERGENCY DRILLS**

Fire drills will be held periodically during the school year. Students are requested to proceed in an orderly manner one hundred feet from the nearest building. Turning in a false alarm is a misdemeanor, punishable by law. Anyone found guilty of such an act will be disciplined by the school and referred to the appropriate law enforcement agency.

### **LOCKERS - HALLWAY**

A locker is assigned to each student. Students may provide their own lock (key or combination). However, the office must be provided with a spare key or the combination to cover the event when the student may forget the key or combination.

Lockers are to be cleaned out prior to winter vacation and the last day of school by noontime.

Students are not to write on or in the lockers. Students found guilty of this will be required to remove the writing and be subject to the school regulations regarding vandalism.

Students may not change lockers without permission from the main office. A master list of locker assignments is kept in the main office and items found in a locker not assigned to that student will be removed. Lockers can be searched for reasonable cause. **THE SCHOOL IS NOT LIABLE FOR ITEMS THAT ARE STORED IN LOCKERS.**

### **INSURANCE**

You are encouraged to participate in the school insurance plan offered to students each fall. Various plans have different coverage and protection for school and athletic activities. It is strongly urged that if you do not have insurance for your student (especially students participating in Physical Education and Crafts) that you obtain this insurance. The school will not be responsible for medical costs for injuries.

### **ATHLETIC CONTESTS**

We encourage all students to attend as many athletic contests as possible. We want our student body to be supportive of our teams and not critical of our opponent or officials. Sportsmanship needs to be a priority for all fans including our students. All school rules and regulations apply at school athletic contests home or away.

### **MESSAGES**

Personal calls and messages for students are difficult to get to students at various times. Messages are a disruption of class time and cannot be delivered except in the case of a family emergency. Please make appointments, bus plans, alternate car rides, etc. before your student leaves for school.

### **PHONES**

There is a courtesy phone, which is free for local calls, and a pay phone available for student use during lunch and/or break. Students may also obtain a phone pass from their teacher for a necessary phone call. The office phones are for business use only.

### **PASSES**

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

Students wishing to go to the Guidance office to see a counselor or to use the reference materials must obtain a Guidance pass from one of the counselors or the Guidance secretary before they arrive at the room they wish to leave. In case of an emergency a student may be excused to the Main office, the Nurse's office or the Guidance office by obtaining a pass from the teacher in charge of your class. The study hall teachers will discuss the procedure on Library passes.

Students who abuse pass procedures are subject to pass restrictions. No student will leave a class, library or study hall without a pass. When a student is given a pass, he/she is to pass quietly and directly to his/her destination.

### **VISITORS AND GUESTS**

All visitors must check in at the Main office. Guests of Belfast Area High School students must be approved by administration at least 24 hours in advance.

It is contrary to school policy to have young children in the building except for participation in school-sponsored activities previously agreed to by the administration.

### **SCHOOL BOARD POLICIES**

(Complete disciplinary action guidelines for the following board policies can be found in the Student---Parent Handbook Supplement)

### **SAFE SCHOOLS**

MSAD #34 is dedicated to providing safe schools. Building principals, district administrators, and facilities personnel are primarily responsible, within the limits imposed by available resources, for initiating and maintaining the necessary precautions for the health and safety of the staff and students in the District and for complying with the rules, regulations, and laws governing health and safety.

### **BOMB SCARE PROCEDURES**

Proper authorities will be notified and after discussing the situation with the public safety personnel, the administration **may**:

- a. Move students into the gym after a search is conducted by public safety personnel.
- b. Move students to another location.
  - a. Send students back to regularly scheduled classes.
  - b. Send students home.

If the administration, with a recommendation from the public safety personnel, decides to return students to classrooms, those students who have turned in a written note from parents to be excused from school in bomb scare cases will be dismissed upon notification of parents by school authorities. Students to be dismissed will remain outside the building until parents are notified and procedure for dismissal is verified. Parents should specify their preference for dismissal and how they are to be reached.

#### **EVACUATION PROCEDURES**

1. In the event that evacuation of the high school is necessary: students & staff should take with them personal belongings necessary to have if reoccupation of the building is not possible i.e. medications, inhalers, pocketbooks, coats, car keys, etc.
2. Students and staff should then proceed out the fire exit - **NEVER USE THE ELEVATOR.**
3. Physical Education personnel should check locker rooms and pool to assist students with evacuation as needed.
4. a. **In the event of good weather students and staff should proceed to the football field in an orderly manner and remain there until the bell is sounded for reentry into the building.**
  - b. In the event of inclement weather or poor field conditions students should proceed down the hill **ON THE LEFT HAND SIDE OF THE DRIVEWAY** to the bus garage and board buses. Staff should insure that at least one staff member is on each bus.

#### **DRUG-FREE SCHOOLS**

MSAD #34 is committed to providing a drug and alcohol-free learning environment and workplace. Drug abuse and alcohol abuse at school or in connection with school-sponsored activities on or off school grounds threaten the health and safety of students and employees and adversely affect the educational mission of the schools. The use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.

For these reasons, the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or other controlled substances in the workplace, on school premises, or as part of any school-sponsored activities is strictly prohibited. These standards of conduct are equally applicable to students and employees.

Disciplinary sanctions (consistent with local, state and federal law), up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct set forth in this notice. Such sanctions include, but are not limited to: parent-administration conferences, detention, in-school supervision, suspension, expulsion, and referral for prosecution. Satisfactory progress in an

appropriate rehabilitation program may be made a condition for withholding or terminating other sanctions.

### **TOBACCO-FREE SCHOOLS**

Smoking poses a significant health risk to the smoker and there is evidence that non-smokers exposed to second hand smoke are also at risk. As a concerned employer, the Board has a responsibility to provide a healthy working environment for its staff. Lifetime smoking habits are often formed during the school years; therefore, the School Board has a responsibility to encourage non-smoking among students through the formal classroom setting and by example.

The use of tobacco and tobacco products, including smokeless tobacco, is prohibited on all district property including district-owned vehicles.

District employees and students enrolled in the district's schools are not permitted to use tobacco or tobacco products, including smokeless tobacco, while they are participants in any activity sponsored by the school district.

### **CHEMICAL USE AND/OR POSSESSION BY STUDENTS**

The School Board and staff of the Maine School Administrative District #34 support a safe and healthy learning environment for students, which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement, and organizations concerned with the use of drugs and alcohol by school-ages youth.

In order to promote the safety, health, and well being of students, the School Board endorses a three-pronged approach to address the issue of drug and alcohol use: prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula, and programs to implement this policy.

### **Prohibited Conduct**

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

It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her health care professional. If prescribed medication is to be taken by a

student at school, the student and parents must notify the school nurse and fill out the appropriate paper work.

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

### **Disciplinary Action**

Any staff member who has reasonable basis to suspect any student of possession, use or selling to another student of a prohibited substance has the responsibility to:

1. Take whatever immediate action that may be necessary to secure the health and safety of the involved student(s);
2. Report the case immediately to the proper administrator

Principals may suspend and/or recommend expulsion of students, who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution. In all cases where evidence indicates that a student is physically affected by substance use the student will be sent home for the remainder of the day.

**Student Athletes** that violate this policy at any time will face athletic contest suspensions. These sanctions are clearly explained in the MSAD#34 Athletic Handbook.

### **Prevention/Education**

MSAD #34 will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

### **CONFRONTATIONAL BEHAVIOR/HARASSMENT**

Any student who engages in behavior that is considered confrontational or harassing to others will be disciplined. The disciplining action may result in suspension from school.

Specifically, sexual harassment is deliberate or repeated unsolicited and unwelcome comments, gestures or physical contacts of a sexual nature. Such harassment undermines the integrity of employer/employee, teacher/student, student/student relationships, destroys morale, interferes with performance and demeans its victims.

Harassment of any type is unacceptable conduct and will not be tolerated by the Belfast District. It is considered grounds for disciplinary action up to and including dismissal.

### **FIGHTING**

**FIGHTING WILL NOT BE TOLERATED.** Students involved with fighting will be dealt with by the administration. Fighting may result in suspension and the involvement of the police pending the nature and seriousness of the assault.

### **STUDENT HARASSMENT**

MSAD #34 recognizes the right of each student to learn in an atmosphere, which is free of intimidation, ridicule, hostility, and offensiveness. In order to ensure such an atmosphere, employees will not engage in harassment of subordinates and/or students. Federal and state law prohibits harassment based upon race, color, gender, religion, age, national origin, or disability. Acts of this nature are not only a violation of school policy but also constitute an illegal act under state and federal laws.

Examples of prohibited harassment are:

1. Unwelcomed sexual advances, gestures, comments or contact.
2. Threats - physical or verbal.
3. Offensive jokes.
4. Ridicule, slurs, derogatory action or remarks.

Students found guilty of any form of harassment will be subject to disciplinary procedures.

Students should be advised of the importance of informing the harasser that the behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to inform the teacher and/or school principal who, after investigation, will initiate appropriate disciplinary measures.

### **WEAPONS, VIOLENCE AND SCHOOL SAFETY**

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectation, and applicable state and federal laws.

School staff is required to report immediately incidents of prohibited conduct by students to the building administrator for investigation and appropriate action.

School personnel will take such action as may in their judgment be appropriate to secure the health and safety of students during any alter-

cation involving violence and/or use of a weapon. Incidents are to be reported immediately to an appropriate administrator.

In order to promote a safe environment for students and employees, all persons are prohibited from conduct that has a negative effect on the **operations**, discipline or **general** welfare of the schools. A detailed list of these prohibited activities appear in the student parent supplement.

### **STUDENT INTERROGATIONS, SEARCHES AND ARRESTS**

The School Board seeks to maintain a safe and orderly environment in the schools. School Administrators are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

Students may not bring, possess or store at school any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

The School Board holds all school property in public trust. A search of school property, including but not limited to, school lockers may be made at the discretion of the Superintendent or Principal. Lockers are school property and are subject to random searches by school officials. Students will have prior notice that lockers and other storage facilities made available to them for temporary storage of their personal possessions remain under the control of the school administration and that the school administration has the right to search lockers, desks, and other storage facilities for items which violate law, school policies and regulations, or which may be harmful to the school or its students. School officials will inform them that lockers and other storage facilities are subject to random search.

The student has exclusive control over property in his/her immediate possession as far as other students are concerned; but such possession may not be exclusive as far as the school and its officials are concerned. When a reasonable suspicion arises that use or possession of a pupil's property is illegal, illicit, disruptive, or a danger to the general welfare of pupils and staff, a search may be made of the pupil's personal property. The local law enforcement will be notified when any illegal property is discovered.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Anyone wishing to interrogate a student on school property must obtain permission from the Principal or designee. A student may be interviewed by persons investigating child abuse or neglect (including

police officers and Department of Human Services Personnel) without the consent of and outside the presence of a parent, guardian or school personnel upon written certification from DHS that:

- The interviewer of the child is an authorized representative of the Department of Human Services;
- There are reasonable grounds to believe that prior notice to the child's parent/guardian would increase the threat of serious harm to the child or another person;
- The interview of the child at school during school hours is necessary to carry out the Department's duties under Maine law.

For other matters, law enforcement officers will not interrogate a student on school property unless permission of the parent is obtained. If the authorities are unable to reach a parent or guardian and obtain permission to question the student, the police may take the child into custody and the questioning is to be done off school property. In such a circumstance, the police must sign a statement that they are taking the child into custody and the school no longer has custody of the child.

## **ACADEMIC/EXTRA-CURRICULUM/CO-CURRICUM INFORMATION**

### **STUDENT SENATE**

This organization acts as a clearinghouse for student activities and is the representative body of the school community. As one of the most important student organizations in the school, the council promotes and sponsors activities for the welfare of all students in the school.

### **ATHLETICS**

Athletics are an important part of the educational process of MSAD #34. The athletic program of our school district shall be governed by standards that ensure the objectives and philosophies of education for this district are maintained. It is for this purpose that we have adopted the Student's Athletic Code. (Rev. Spring 1987; Board Approved 1987 - Sec. D#2 rev. 7/24/90). The Athletic Code and Eligibility requirements are outlined in the Student-Parent Athletic Handbook, which is available in the office.

We believe that the athletic program contributes much to the all-around development of the participant. It is designed to aid in the physical, social, moral, and emotional development of the student. Athletics offer an enjoyable way to learn teamwork, sportsmanship, leadership, cooperation and loyalty to one another, as well as to the school and community. Athletics also offer students the opportunity to become

good competitors, to give the game their best, to always play by the rules, and to take defeat without bitterness and victory graciously.

### **CO-CURRICULAR ORGANIZATIONS**

Belfast Area High School offers many student activities and organizations for the students' enhancement. Students are urged to participate in these organizations. A list of the co-curricular organizations and descriptions will be sent home in a newsletter.

### **CIVIL RIGHTS TEAM**

The Civil Rights Team is "dedicated to the mission of increasing safety and reducing the incidence of bias-motivated harassment and violence in Maine's schools". To this end, members meet on a weekly basis to discuss ways to increase the general awareness of harassment within the school and to devise ways to correct this problem. Some methods used to increase awareness have included surveying the students and placing relevant materials on a specially designated Civil Rights Team bulletin board. The meetings are run by the students along with a faculty advisor and are open to any student who feels a commitment to increase acceptance for all kinds of diversity at Belfast Area High School.

### **LIBRARY**

All students in the school are encouraged to use the library and to borrow books as long as they abide the rules of the library. The library is open on school days from 7:30 a.m. until 3:30 p.m. All students must sign in at the desk when entering the library.

### **TEXTBOOKS**

Students are held responsible for all textbooks issued to them. Satisfactory settlement will be required for lost or damaged books. Book covers are available for your convenience, so that books can be covered. There is a place for you to write your name and your teacher's name. Spot checks will be made during the year to ensure that you have your book and not someone else's. Identifiable books are easy to return to rightful owners.

### **GUIDANCE**

Guidance counselors are responsible for assisting students with course selections, college and vocational placement, testing and individual problems which impede the learning process. Another focus is on individual and group counseling. Each student is assigned a counselor on an alphabetical basis. A student and/or parent should feel free to arrange an appointment with a counselor whenever an academic or personal problem arises.

Guidance procedures involving credits, courses, scheduling, and GPA will be outlined in the parent/student handbook.

### **STUDENT ASSISTANCE TEAM**

Belfast Area High School has in place a Student Assistance Team whose goal is to assist students that are experiencing difficulties in their academic, social, and /or emotional behaviors at BAHS. The team is a composite group of all levels of BAHS personnel including administration, support staff and faculty. Students are referred to the team and the team will seek an avenue of support for these students that they may achieve a greater level of success and well being.

### **NATIONAL HONOR SOCIETY SELECTION PROCEDURES**

Any junior or senior who has a scholastic average of 90 or above is eligible for election to this chapter.

Directly following the second quarter, the Guidance office will compile a list of all eligible students. This list of students will be submitted to the National Honor Society advisor(s) for dissemination to the faculty for their evaluation.

Selection to National Honor Society is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead they provide information to support their candidacy for membership. Leadership, service, and character are important components carefully considered in the selection process.

### **COMPUTER AND INTERNET USE**

Computer and Internet use at Belfast Area High School is subject to all district and high school rules, regulations and policies. All BAHS students may use a school workstation for appropriate uses, provided it is available and its use does not interfere with teaching and/or normal classroom use. The use of BAHS workstations will be limited to educational functions, research, and applications. Additional restrictions may be placed on some workstations. All staff members will monitor students concerning acceptable use and material.

Any information, material, or data in use (including email provided by BAHS) that is printed from a computer or held in any form of storage may be reviewed at any time by a member of BAHS staff or administration. Computer and Internet use is a privilege, not a right and failure to follow district and/or BAHS policies will result in the suspension of this privilege.

### **ASSESSMENT REPORTS**

Four times during the scholastic year, four and one-half weeks prior to the end of the respective quarter, reports are issued to students to take home, indicating progress to date. This information avoids any surprise failures. However, it does not necessarily mean the student's grades at this point will be the final grade. A copy is sent home with the student, and a copy is kept in the guidance office.

### **GRADING SYSTEM**

Each course consists of a series of orderly, sequential and coordinated activities. Students are evaluated on their performance with these activities and this performance provides the basis of their course grade. The grade is based on factors such as daily preparation, quizzes, tests, essays, reports, class participation, term papers, conditions of assignments and tests (including neatness, spelling, grammar and mechanics) punctuality, and attendance. All students should be informed as to the course requirements and how they will be evaluated.

### **FINAL GRADES**

Final grades are based on the average of the two semester grades. Each quarter grade will represent 40% of the semester grade. The mid-term or final exam grade counts 20% of the semester grade. In order for credit to be awarded a final grade of 70 or better must be attained.

All absences, which have not been specifically identified as excused, are unexcused absences. A zero grade may be given for any work missed because of an unexcused absence including semester exams. Report cards are issued every nine weeks. Progress reports are given at the mid-quarter mark.

### **Grading System**

A+ = 98-100	B+ = 90-92	C+ = 82-84	D+ = 75-76
A = 95-97	B = 87-89	C = 79-81	D = 72-74
A- = 93-94	B- = 85-86	C- = 77-78	D- = 70-71
F = All grades 69 or lower (failing grade)			

An "I" may be given at the discretion of the teacher, which gives the student an opportunity to make up incomplete class work. Class work should be made up within **two weeks** of the next ranking period. If the work remains incomplete at the end of this period, the "I" will revert to an "F". The principal may extend this deadline.

### **SCHEDULE CHANGES/WITHDRAWALS**

The add/drop period is the 1st two weeks of each semester. Schedule changes made after the add/drop period must be teacher initiated. All schedule changes must be made through the guidance or administrative office.

### **GRADUATION REQUIREMENTS**

English (4)

Social Studies (3)

American Studies I & II

½ credit of Geography

½ credit of World History

Science (3)

Biology, Earth Science & 1 semester each of Chemistry  
and Physics required

Mathematics (3)

Health (1/2)

Physical Education – (1)

Fine Arts (1)

Computer Literacy (must demonstrate computer proficiency)

The number of credits needed for graduation is 24. Elective credits need to be chosen wisely and with future plans in mind. Students must carry at least **6** classes per semester.

In addition to the 24 credits, the students in the Class of 2007 and all classes after will need to show competency in five content areas by their senior year. These areas will be Mathematics, English Language Arts, Social Studies, Science and Technology, Physical Education and Health. Students will be given multiple opportunities to demonstrate knowledge in each particular learning standard through assessment developed by those departments. These classes will also need to show evidence that they have met certain Guiding Principles as established in the Maine Learning Results. These principles describe the characteristics of a well-educated person. These will be met through yearly projects that will lead to an annual presentation of the work that has been done.

**SCHOOL CALENDAR**

**SCHOOL HOLIDAYS, VACATIONS & TEACHER WORKSHOPS**

August 31	Teacher's Workshop
September 1	Teacher's Workshop
September 6	1 <sup>st</sup> Day of School ( K-9)
September 7	1 <sup>st</sup> Day of School (10-12)
October 10	Columbus Day
November 11	Veteran's Day
November 21-22	Parent Conferences (K-12)
November 23-25	Thanksgiving Recess
December 23- 30	Christmas Vacation
January 16	Martin Luther King Jr. Day
January 23	Records Day ( 6-12)
February 20-24	Winter Vacation
March 2	Early Release Day
April 7	Staff In-Service
April 17-21	Spring Vacation
May 29	Memorial Day
June 11	Graduation
June 14	Last Day of School

**RANKING PERIOD**

1<sup>st</sup> Quarter Ends –Nov. 4  
 2<sup>nd</sup> Quarter Ends –Jan 20  
 3<sup>rd</sup> Quarter Ends – March 31  
 4<sup>th</sup> Quarter Ends –June 14

**PROGRESS REPORTS**

Week of Oct. 10  
 Week of Dec. 12  
 Week of March 6  
 Week of May 15

(Additional days may be added to account for storm days)

**ROTATING DAILY SCHEDULE**

7:30 Students to Lockers

7:33 Warning Bell

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
7:38	1	4	3	2
8:31	2	1	4	3
9:26	B R E A K			
9:35	3	2	1	4
10:30	5	8	7	6
11:25	LUNCH/STUDY HALL/OA			
11:55	STUDY HALL/LUNCH			
12:25	6	5	8	7
1:20	7	6	5	8

Dismissal - 2:15

MAIN OFFICE: Ext. 301 & 302  
 GUIDANCE: Ext 308

ATHLETIC INFO. Ext. 251  
 POOL INFO. Ext. \*255