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* Please use the above format to contact any faculty member via email. *

To the students and parents of Gardiner Area High School:

On behalf of the faculty and staff, I want to welcome you to Gardiner Area High School for the 2009-10 school year. Please take the opportunity to carefully read through this handbook. It provides a lot of important information specific to the expectations and guidelines we have established for our students. Understanding this information and putting it into practice on a daily basis is important and will help to ensure that you find success during your years of attendance.

The faculty and staff are dedicated to the education of all students and believe that together we can accomplish anything that we set out to do.

Chad Kempton
Principal

Gardiner Area High School Mission Statement

The Gardiner Area High School community believes that education enriches people's lives. We promote personal improvement and excellence in academics, the arts, athletics, and extracurricular activities in a safe, respectful environment.



This
Institution
Guarantees
Educational Opportunities
Regardless of
Situation

Our programs and services assist students in becoming life-long learners, ethical and responsible citizens, and productive workers. Students are encouraged to be unique individuals, rise to their potential, think critically and independently, adapt to new situations, make responsible choices, and show respect for all.

Maine Learning Results Guiding Principles © 2007

- A. A clear and effective communicator** who:
1. Demonstrates organized and purposeful communication in English and at least one other language;
 2. Uses evidence and logic appropriately in communication;
 3. Adjusts communication based on the audience; and
 4. Uses a variety of modes of expression (spoken, written, and visual and performing including the use of technology to create and share the expressions);

B. A self-directed and lifelong learner who:

1. Recognizes the need for information and locates and evaluates resources;
2. Applies knowledge to set goals and make informed decisions;
3. Applies knowledge in new contexts;
4. Demonstrates initiative and independence;
5. Demonstrates flexibility including the ability to learn, unlearn, and relearn;
6. Demonstrates reliability and concern for quality; and
7. Uses interpersonal skills to learn and work with individuals from diverse backgrounds;

C. A creative and practical problem solver who

1. Observes and evaluates situations to define problems;
2. Frames questions, makes predictions, and designs data/information collection and analysis strategies;
3. Identifies patterns, trends, and relationships that apply to solutions;
4. Generates a variety of solutions, builds a case for a best response and critically evaluates the effectiveness of the response;
5. Sees opportunities, finds resources, and seeks results;
6. Uses information and technology to solve problems; and
7. Perseveres in challenging situations;

D. A responsible and involved citizen who:

1. Participates positively in the community and designs creative solutions to meet human needs and wants;
2. Accepts responsibility for personal decisions and actions;
3. Demonstrates ethical behavior and the moral courage to sustain it;
4. Understands and respects diversity;
5. Displays global awareness and economic and civic literacy; and
6. Demonstrates awareness of personal and community health and wellness;

E. An integrative and informed thinker who:

1. Gains and applies knowledge across disciplines and learning contexts and to real life situations with and without technology;
2. Evaluates and synthesizes information from multiple sources;
3. Applies ideas across disciplines; and
4. Applies systems thinking to understand the interaction and influence of related parts on each other and on outcomes.

**M.S.A.D. #11
Code of Conduct**

As a member of the M.S.A.D. #11 community, I have

A Right:

- To be safe
- To be respected
- To be heard
- To learn

&

A Responsibility:

- To act safely
- To treat others with kindness
- To listen with consideration
- To be accepting of individual differences

Knowing others have the same rights as I do.

**Academic Honor Code
Honor Code Expectations:**

- Each student is honest in all of his or her academic endeavors.
- Each student is expected to turn in his/her own original work.
- Each student is responsible for his/her own personal actions.
- Each student is expected to act and behave in an ethical manner and to address inappropriate actions.
- Each student is expected to speak the truth, support one another, and treat all people with kindness.

Academic Dishonesty:

The intent to use another person's work, answers, or research as their own. Examples of cheating are:

- Plagiarism: Putting a source's text into one's own words (paraphrasing) and not citing the source.
- Quoting a source (copying information word for word) and failing to give the proper citation.
- Copying someone's homework or answers.
- Using crib notes or some other form of cheat sheet.
- Submitting your same work more than once for credit without the instructor's permission.
- Using electronic devices with stored exam information while taking a test.

- Making up data on a lab assignment or research paper.
- Making up a source to use as a citation in a paper.
- Giving test information/answers to students in other sections of the same class.

Consequences:

- Students will be assigned to serve a 3-hour detention (**see page 15**).
- The student will be required to complete and submit the assignment or re-take the assessment as directed by the grade-level administrator and teacher of the course for a grade up to a 70. Failure to do so will result in the assignment or assessment receiving a grade of zero.
- The teacher and/or grade-level administrator will notify the parents of the student.
- The student will be referred to the National Honor Society Advisory Board (**if applicable**).
- The student will be subject to removal from any applicable privileges (**i.e. Honor Roll, Open Campus**).

Academic Requirements

In order for a student to be considered a full time student at Gardiner Area High School he/she must be taking the equivalent of at least five credits per semester. Students must accumulate a total of twenty-two (22) Carnegie units to graduate (including the following highlighted required courses).

- 4 credits of English **(Grade 9, Grade 10, American Studies)**
- 3 credits of Social Studies **(World History, U.S. History, American Studies)**
- 3 credits of mathematics **(Algebra I, Geometry, Algebra II)**
- 3 credits of science **(Investigating Science, Biology, ½ credit in Chemistry & ½ credit in Physics)**
- 1 credit of fine arts
- 1/2 credit of health
- 1 credit of Wellness
- 1 credit of Career Essentials
- 60 hours of Community Service **(15 hours per year in attendance at GAHS)**

Activities and Organizations

Students are encouraged to participate in many activities and organizations at Gardiner Area High School. Those students who are active in activities and organizations find school more rewarding. Any student participating in sports or clubs must be enrolled in five courses and be a student in good standing.

Sports Teams

- Girls & Boys Soccer (Fall)
- Field hockey (Fall)
- Football (Fall)
- Golf (Fall)
- Cross Country Running (Fall-Co-Ed)
- Cheering (Fall/Winter – Co-Ed)
- Wrestling (Winter)
- Girls and Boys Basketball (Winter)
- Girls and Boys Swimming (Winter)
- Ice Hockey (Winter)

- Boys & Girls Track (Spring)
- Boys and Girls Lacrosse (Spring)
- Baseball & Softball (Spring)
- Boys and Girls Tennis (Spring)

Clubs and Organizations

- Art Club
- Drama Club
- World Languages Club
- Civil Rights Team
- Health Team
- Math Team
- School Newspaper (Paw Print Press)
- National Honor Society
- Class Council
- Student Council
- Quill (Yearbook)

Adult Education & Extended Day Programs

Adult Education, including the Extended Day program is an option for Gardiner Area High School students upon approval from the content area department chair, the student’s guidance counselor, a high school administrator, and the Adult Education Director. MSAD #11’s Adult Education Office will allow high school students, age 17 or above.

Advanced Placement Courses

Advanced Placement courses are designed to challenge students to problem solve, to think critically, and to prepare them for the Advanced Placement Exam. These courses are very rigorous and require students to work independently, to demonstrate initiative, require additional meeting times, and course work over the summer and during vacations. A student who successfully passes the AP Exam can, pending the institution they apply to, earn college credit. Gardiner Area High School currently offers the following Advanced Placement courses:

- | | | |
|------------------|--------------|---------------------------------------|
| AP Calculus (AB) | AP Biology | AP English (Language & Composition) |
| AP US History | AP Chemistry | AP English (Literature & Composition) |

Advisor/Advisee Program

The Advisor/Advisee Program is a comprehensive support program for students, parents, and staff. The goal is to personalize student and staff relationships in order to enhance each student's education through individualized communication and support. We believe each student can succeed when he/she feels accepted, encouraged, and valued as a member of the school community. The success of this program requires a shared effort and commitment from students, staff, and parents/guardians. All students will be assigned to an advisory group that will meet two days per week (**Tuesdays & Thursdays**) throughout the school year.

Affirmative Action Policy and Procedures

Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability are prohibited. Discrimination against and harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability are prohibited. The MSAD #11 Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. The M.S.A.D. #11 School Department Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer will be a person with direct access to the Superintendent. The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate. The School Department will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school unit to subscribe to all applicable federal and state laws pertaining to contract compliance. The M.S.A.D. #11 School Department has committed itself to an Affirmative Action Policy that insures all of its educational programs and employment policies and practices will be non-discriminatory on the basis of sex, race, or color. It also recognizes its obligations to comply with the provisions of all-existing Federal and State legislation as it relates to discrimination; furthermore, the non-discrimination policy states:

- Affirmative Action is a program designed in compliance with the U.S. Civil Rights Act of 1964 and its Educational Amendments. Its purpose is to make sure that all parts of the Civil Rights Act are being observed in all federally funded programs;
- Title IX prohibits discrimination on the basis of gender;
- Title VI prohibits discrimination on the basis of race, color, national origin, religion, marital status, and handicapping condition;
- Section 504 specifically prohibits discrimination on the basis of the handicapping condition; and
- Title VII incorporates all of the aforementioned amendments in the workplace. Discrimination covers all issues that relate to prejudice, racism, and harassment toward the above named groups.

Affirmative Action (Grievance Procedures)

The grievance procedure outlines the process used for handling any complaints alleging discrimination.

Step 1 – A written complaint is filed with the district personnel listed below. Within five (5) business days, the building principal will investigate and respond in writing to the formal grievance. The Affirmative Action Coordinator will be able to assist with the development of a written complaint if requested by the offended party.

Step 2 – If the grievance is not resolved, the Affirmative Action Coordinator will bring the grievance to the attention of the district's superintendent. The superintendent will investigate and respond in writing within five (5) business days.

Step 3 – If the grievance is not resolved to the satisfaction of the grievant, the grievant may submit written grievance to the School Board. The School Board will hear the complaint at the next board meeting, but not more than five (5) business days from the date of the appeal. The School Board will render their findings in writing within five (5) business days of the hearing date.

Step 4 – The grievant has three (3) business days to appeal the decision of a previous level of review.

NOTE – A student or employee may, at any time, file a grievance with:

Director
U.S. Office of Civil Rights
Department of Education
Washington, D.C. 20202-2516

Director
Maine Human Rights Commission
Augusta, ME. 04333

For further information please feel free to contact the SAD #11 Affirmative Action Coordinator.

Diann Bailey
Title IX Affirmative Action
40 West Hill Rd.
Gardiner, ME. 04345
(207) 582-3774

Assemblies

Students are expected to attend all assemblies; however, those students who choose not to attend will have an opportunity to sign up for a study hall. Teachers will sit with their class or advisory group during assemblies. Student expectations are as follows:

- Enter the assembly area (gymnasium or Little Theater) in a quiet and orderly fashion.
- Sit in your designated area with your advisor or classroom teacher **(when applicable)**.
- Respect the person leading the assembly by listening attentively.
- Respect your fellow classmates.
- Applaud when appropriate.
- Remain seated until dismissed.

Seating in the gymnasium:

- Seniors will sit in the bleachers facing the entrance from the walkway to the main building.
- Juniors will sit in the bleachers immediately to the left upon entering the gym from the main building.
- Sophomores will sit in the bleachers immediately to the right upon entering from the lobby entrance.
- Freshmen will sit in the bleachers facing the lobby entrance of the gymnasium.

Athletics

Academic Eligibility

Gardiner Area High School has adopted a No Pass--No Play policy for interscholastic athletics. The main purpose for this policy is to facilitate a student's educational and personal growth. This policy is intended to be proactive in monitoring students' academic performance and maintaining the lines of communication between the school, the coach, and the home. By taking a proactive stance, our hope is to identify those students who are having academic difficulty and provide them with ample time, opportunities and services to improve their academic performance.

Initial Eligibility

A. All students must be passing all courses (minimum of 5) in the previous ranking period (quarter) in order to be initially eligible (academically) for an athletic season. (Students failing one or more courses will be placed on academic warning status.)

In Season Eligibility

In order to participate, student athletes must maintain full time status **(enrolled in a minimum of five (5) courses and passing all courses)** throughout the athletic season.

Fall: 4th quarter grades of previous year

Winter: 1st quarter grades of current year

Spring: 2nd quarter grades of current year

Once a student begins a sport, the No Pass--No Play rule goes into effect.

Student-Athletes will be placed in one of the following three categories during the season at each academic checkpoint.

- | | |
|------------------------|---|
| a. Eligible: | Currently passing all subjects. |
| b. Academic Warning: | Currently failing one or more subjects for the first time.
Student is eligible for competition. |
| c. Academic Probation: | Currently failing one or more subjects for the second consecutive checkpoint.
Student is ineligible for competition until the subjects he/she is currently failing
(two consecutive checkpoints) are brought up to a passing level. |

Insurance:

M.S.A.D. #11 has supplemental insurance for all students including athletics. Parental permission is required to take part in any athletic program.

Physical Exams:

In keeping with the recommendations of the Maine Principals' Association and Kennebec Pediatrics, student-athletes are required to have a physical examination prior to their first participation in interscholastic athletics in MSAD #11 and every other year thereafter. Students entering high school who have not previously participated in a school sponsored athletic activity, or who participated but did not have a physical examination during their 8th grade year are required to have a physical prior to participating at the high school level. Exams done by the following types of health care providers will be accepted: medical doctor, osteopathic doctor, nurse practitioner, or physician's assistant. Student-athletes will not be allowed to participate in athletics until documentation of the required physical examination is received by the school. For example:

- Physical examination completed prior to participation during grade 8.
Must be during the summer prior to or during the year the student is in grade 8.
Next physical exam will be required prior to participation during grades 10 and 12.

- Physical exam completed prior to participation during grade 9.
Must be during the summer prior to or during the year the student is in grade 9.
 Next physical exam will be required prior to participation during grade 11.

Attendance to school

The Board of Directors of M.S.A.D. # 11 recognizes our duty to provide an education for the students of our school community. "Education" is a broad term that encompasses more than performance on examinations and other written work. A proper education includes attendance at and participation in classes. Learning experiences, which take place in the classroom, are essential components of the educational process. Only by being present in the classroom can the student take advantage of the many benefits of a public school education. These opportunities include group interaction with teachers and fellow students, participation in class discussions, cooperative learning activities, meaningful instruction, and other related learning experiences. When a student misses class, an important part of instruction cannot be replaced. Regular school attendance is the responsibility of both the parent/guardian and the student and frequent absences disrupt the continuity of the educational process. Studies have determined that poor attendance and academic failure are directly related. Throughout the school day attendance is taken in each class, and teachers refer the names of students who do not appear on the daily absence sheet to the main office. Phone calls will be made to the home of students who appear on the absence list.

Note: Attendance at GAHS is mandatory in order to attend CATC with the exception of approved medical appointments.

Excused absences:

- Observance of a recognized religious holiday.
- Personal illness. Absences in excess of three consecutive school days will require a physician's or medical professional's note. The note must be submitted to the attendance secretary within twenty-four hours of returning to school.
- A family emergency (hospitalization of the student or family member, or death in the family). Parent/guardian notification will be required.
- A planned absence for personal or educational purposes with prior approval from the student's teachers and the grade-level administrator. **(Completion and approval of the student excusal form prior to the absence is required.)**
- School sponsored activities such as college visits and field trips. The sponsoring faculty members shall provide administration with a minimum of 5 school days notice. **(Completion and approval of the student excusal form prior to the absence is required.)**
- An appointment with a health professional. **(A note or slip from the health professional's office is required for the absence to be excused.)**
- Serving a school imposed disciplinary suspension.

Unexcused Absences (Consequences):

- Absences that do not meet any of the preceding criteria shall be considered unexcused. In the event of an unexcused absence to a class or a full school day, the student will receive a maximum grade of 70 for any work due for the class(s) skipped as a result of the absence.
- Students who skip a class or school will also be required to serve disciplinary consequences as outlined on page 15.

Unexcused Tardiness to school or class (Consequences):

- Students are expected to be to class on time. Students who have an unexcused tardy to class will receive the following consequences (per quarter):
- 1st unexcused tardy: Written warning.
- 2nd unexcused tardy: Thirty-minute detention.
- 3rd unexcused tardy: One-hour detention.
- 4th Unexcused tardy: Two-hour detention.
- Any additional unexcused tardiness will result in additional disciplinary consequences from the grade-level administrator.

Note: A student who drives a vehicle to school that is habitually tardy will be in jeopardy of losing his/her parking privileges.

Returning to school after an absence:

- When a student is absent from school, it is his/her responsibility to find out what assignments were missed from each of their teachers upon returning to classes. Due to the variety of situations that are involved with absences and make-up work, students should be prepared for the following expectations from teachers.

Assignments:

- If a student is present when an assignment is issued, but absent when the assignment was due, the student will be expected to turn in the assignment upon returning to the class.
- If a student is absent on the day an assignment is issued, the student will have the same amount of time to complete the assignment as those students who were present, beginning with the next class period attended. **Students will be expected to turn in the assignment on the original due date if there are two or more class periods attended prior to the due date of**

the assignment.

- If a student is absent from class due to a school activity on the day an assignment is due, the student is responsible for turning in the assignment prior to leaving for the activity unless prior arrangements have been made with the teacher.

Assessments:

- If a student misses an assessment due to an absence, but was present when the assessment was scheduled, the student will be responsible for taking the assessment during the next class period attended. Alternate arrangements may be made with the teacher when appropriate.
- If a student is absent when an assessment is scheduled, they will have the same amount of time to prepare for the assessment as the students who were present, beginning with the next class period attended. **Students will be expected to take the assessment at the regularly scheduled time if there are two or more class periods attended prior to the original date for the assessment.**

Late Work:

- When a student is in class but does not submit an assignment that is due, the student will be allowed to make up the work to a grade of a 70 providing the assignment is turned in no later than the beginning of the next scheduled class period. If the student does not turn in the assignment at that time, the assignment will earn a grade of zero. In the event that an extended absence occurs due to a medical situation (hospitalization) or a family emergency (i.e. accident or death in the family) the student and a parent will be expected to meet with the student's teachers to establish a plan for make-up work to be completed and turned in.
- Please Note: Teachers will be given flexibility to extend deadlines for individual students when extenuating circumstances are involved or additional time is necessary to appropriately complete an assignment.

Please note the following:

- If it is apparent that a student is going to be out of school for an extended period of time, the student's parents should contact the school's attendance office, or the student's grade-level administrator in order to make arrangements to pick up assignments. It is also recommended the student and/or parents/guardians confirm with school's attendance office or the grade-level administrator, the reason for the absence and how it will be coded prior to the absence occurring.
- It is recognized that there will be situations where the above expectations will need to be modified due to extenuating circumstances. In situations such as this, it will be the obligation of the student and parent to meet with the teachers involved and the grade-level administrator to develop an appropriate plan of action.

Dismissal from school or class:

- Make-up work when a student is dismissed will follow the same criteria as stated for absences.

Auditing a Course

A student choosing to audit a course is required to abide by all academic and behavioral expectations within the designated course. A student does not receive credit for the course - it is simply to enrich a student's appreciation for a designated subject. In order to audit a course, the student must receive prior approval from the teacher, their guidance counselor, and the Principal.

Automobiles

The speed limit on school property is ten (10) miles per hour. Student parking is in the lower parking lot near the technology ("T") wing. Seniors, via a lottery system, will be able to park in the upper lot. Once a student parks on school property, the vehicle must be vacated and locked. Students are not allowed in the parking lot during school hours unless they receive written permission from an administrator or teacher. Students' vehicles parked in unauthorized areas will be subject to towing at the owner's expense. Any vehicle parked on school property is subject to search if an administrator has reasonable suspicion of illegal contraband. Students are not allowed to transport other students off school grounds during the school day without prior administrative approval.

Please note: It is a violation of Maine Law to pass a school bus that is stopped to pick up or drop off passengers, including times when the bus is on school property. Failure to observe this traffic law will result in the student losing the privilege to park on school property. The administrator will make a referral to the appropriate law enforcement agency. Violations of these expectations may result in the student losing their privilege to bring a vehicle on school grounds.

Car passes for transportation to and from the Capital Area Technical Center

Bus transportation is provided to and from CATC. Car passes will be granted only for the following reasons:

1. A student's after school employment that would make riding the bus a hardship. This will be determined by the administrator at GAHS and the administrator at CATC.
2. To attend a class at GAHS or CATC that occurs beyond times where bus transportation is provided by GAHS.
3. Extenuating circumstances agreed upon by the high school principal and the CATC director.

- Students who miss the bus to CATC must report to the main office. If the student cannot find a ride to CATC, a parent will be contacted and the student will be either sent home or placed in a study hall for the remainder of the school day.
- CATC students who arrive back at GAHS prior to the end of the day are to report to the cafeteria and wait for the dismissal bell to ring. Please do not go to your lockers until the bell rings.

Bomb Threats

The MSAD #11 Board 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 MSAD #11 Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy. It is also a violation of MSAD #11 Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools.

B. Definitions

1. A "bomb" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device. 2. A "look-alike bomb" means any apparatus or object that conveys the appearance of a bomb or other destructive device. 3. A "bomb threat" is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises. 4. "School premises" means any school property and any location where any school activities may take place. 5. A "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

C. Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school district's Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident "command and control" (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the MSAD #11 Board. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board's required annual approval of the school district's Crisis Response Plan at the October monthly meeting, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer or other employee in a position of authority. An employee of the school district who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school district's bomb threat procedure, as developed under Section C, and inform the Superintendent/designee of the threat. All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures. The Superintendent/designee shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall 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 shall be subject to disciplinary action by the school. The administration may suspend and/or 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) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after a hearing by the MSAD #11 Board to have brought a bomb to school shall be expelled from

school for at least one year in accordance with 20-A M.R.S.A. # 1001(9-A) and Policy JICIA, except that the Superintendent/designee may modify the requirement for expulsion based on individual circumstances. A student who has been identified through the PET process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

F. Aiding Other Students in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

H. Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and MSAD #11 Board policies. A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability

The school district reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time

Instructional time lost as a result of a bomb threat may be rescheduled at the earliest appropriate opportunity, as determined by the Superintendent/designee in consultation with the MSAD #11 Board. The Board and Superintendent/designee should take into consideration the terms of applicable collective bargaining or other employment agreements, potential conflicts with holiday or vacation periods or with planned school events, and school bus schedules in determining an appropriate make-up time.

K. Notification Through Student Handbook

All student handbooks shall address the school district's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

Bus Conduct

While the law requires the School District to furnish transportation, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards the bus--and only at that time--does he/she become the responsibility of the District. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. In view of the fact that a bus is an extension of the classroom, the board shall require children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior. In cases when a child does not conduct him/herself properly on a bus, such instances are to be brought to the attention of the supervisor of transportation by the bus driver. The supervisor will inform the parents as soon as practicable of the misconduct and request their cooperation in checking the child's behavior. Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the supervisor. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

For the safety of students who use MSAD#11 transportation, the following procedures will help promote safe travel on school buses.

1. Passengers will take an assigned seat and remain in the seat until the bus stops at the individual's point of departure. There is no acceptable reason for a student to change seats during transportation.
2. Passengers, after getting off the school bus, are to go in front of the bus and wait until the bus driver makes eye contact with them. At that time, the bus driver will signal for them to cross the street (if necessary). No passengers are to cross in back of the bus at anytime.
3. Passengers are reminded that from the moment they step on the bus until they get off the bus, they are solely responsible to the driver for their safety. The bus driver must be in complete control of the bus at all times.
4. Students should be at their morning stop five (5) minutes prior to pickup, wait by the side of the road, and avoid engaging in inappropriate activity. Stops are observed regularly by the transportation director in order to promote safety.
5. Parents need to provide written notes when it is desired that their child go to a destination other than the student's afternoon stop, whether it be on another or the same bus. Notes are to be signed and dated by the parent and the student's designated administrator before being given to the bus driver. The driver will not accept notes that are not signed and approved.
6. A variety of items are prohibited from the bus for safety reasons: glass containers, animals, insects, hard candy, balloons, water guns, hackey sacks, frisbees, and skateboards.
7. All school rules apply to students while riding on a school bus. Additionally,
 - Students are not allowed to eat or drink on the bus.

- Students are to pick up their area prior to exiting the bus.
- Students are to stay in their seat and keep all body parts inside the bus.

When a student does not comply with bus rules, the Transportation Director/designee will administer consequences. This action will be based upon the infraction and recommendations from the high school administration. Parents will be notified when infractions are committed. Students may lose their privilege to ride on school provided transportation if infractions become habitual. At that point the parent/guardian will become responsible for transporting their child to and from school.

NOTE: In order to help provide a safe environment for students on school provided transportation, the school board supports the use of video cameras on district vehicles. Cameras may be used to monitor student behavior. If a video becomes the basis for disciplinary action, the parents of the student will be given the opportunity to observe the video.

Cancellation/Delay of School

Local radio and television stations, WABK, 92 Moose, and channels 6, 8 and 13 will announce school cancellations and delays. Cancellations and delays will also be posted on the high school website.

Care of Property

Students are expected to be respectful and to take care of school property, including school equipment, textbooks, and facilities. If a student loses or damages school property it is expected that they will make full restitution. Any unresolved issues will be reported to legal authorities and result in a loss of any and all privileges they may be eligible to have.

Change of Address

If a student, during the course of the school year, changes his/her place of residence, he/she must inform the guidance office immediately and complete a change of address form. Parents who would like to be contacted by school personnel via email can send their email address to LMcNickles@sad11.k12.me.us.

Note: By not providing the school with the appropriate information, communication in regards to progress reports, rank cards, and important mailings will be affected.

Chemical Health Policy (File: JICH)

Drug And Alcohol Use By Students

The MSAD #11 Board of Directors and staff 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-aged youth. In order to promote the safety, health, and well being of students, the MSAD #11 Board endorses a three-pronged approach to address the issue of drug and alcohol use: prevention/ education, intervention, and discipline. It is vitally important for the students, parents, staff, and community members to understand that the MSAD #11 Board considers the use of, possession, purchase, sale, and/or trafficking of drugs and alcohol to be an exceptionally serious infraction which may warrant punishment up to and including expulsion. The Superintendent is responsible for developing appropriate administrative procedures, curricula, and programs to implement this policy. **A. Prohibited Conduct:** No student enrolled in and attending any program in MSAD #11 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 or mushroom, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance or designer drug such as ecstasy, any substance that is represented to be a controlled substance, or other harmful substances such as aerosol sprays. These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. Students attending school, school-sponsored activities on or off school property shall be asked to take a breathalyzer test upon request when school staff reasonably suspects that a student may be violating this policy. This policy does not apply to students taking medications in compliance with MSAD #11 Board Policy JLCD—Administering Medications to Students. **B. Disciplinary Action:** Positive test results of an administered Breathalyzer test at school functions or school-sponsored events shall result in the student's parents being notified, and the student being expelled from the event. 6-12 principals will suspend and refer for expulsion students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students will also be referred to law enforcement authorities for investigation and/or prosecution. When a student is expelled from school for an infraction of this policy, the MSAD #11 Board or the administration may advise the student and his/her parents that the following will be favorably considered when the student applies for readmission: satisfactory evidence, through testing or other means, that the student has remained drug and alcohol-free during the period of expulsion; and satisfactory evidence that the student has participated successfully in an appropriate substance abuse treatment program. See JICH-R—Drug and Alcohol Use by Students Administrative Procedure for further details regarding disciplinary procedures. **C. Prevention/Education:** The school district 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. **D. Intervention:** MSAD #11 has established Student Assistance Teams to assist students with drug/alcohol problems. Students and parents will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning interventions shall be kept confidential as required by state and federal laws. The MSAD #11 Board expects parents and students to work in a positive, cooperative fashion to assist students in achieving sobriety and chemical/drug-free behavior. **E. Policy Communication:** The Superintendent shall distribute this policy and appropriate related information to staff, students, and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

Drug and Alcohol Use By Students (File: JICH-R)

The following regulations are intended to implement the MSAD #11 Board's policy JICH Drug and Alcohol Use by Students. It is vitally important for the students, parents, staff, and community members to understand that the MSAD #11 Board considers the use of, possession, purchase, sale, and/or trafficking of drugs and alcohol to be an exceptionally serious infraction, which may warrant punishment up to and including expulsion. **Responsibilities of School Staff:** Any staff member who has reason to suspect that a student is violating the MSAD #11 Board's policy on Drug and Alcohol Use by Students has the responsibility to take whatever immediate action may be necessary to secure the health and safety of the involved student(s). Confiscate and secure the substance, if in the possession of the student(s) at the time of the incident. Any searches of students and/or their property shall be conducted in accordance with MSAD #11 Board policy and procedures and accompany the student to the office and report the incident to the building principal/designee for further action. If a staff member is approached by a student who is seeking help for a problem related to drug and alcohol use, the staff member shall refer the student to the Student Assistance Team, administrator, guidance counselor, or social worker. Staff members are required to maintain confidentiality of information in accordance with applicable laws. If a staff member receives information regarding a student party where drugs and/or alcohol may be used, he/she shall inform the building principal/designee as soon as possible. The building principal/designee shall take appropriate action, including but not necessarily limited to notifying parents and the police of this information. **Voluntary Referrals/Self-Referrals:** A student seeking assistance with a drug and/or alcohol issue may consult with a guidance counselor, social worker, administrator, or member of the Student Assistance Team. The administrator, social worker, and Student Assistance Team (when appropriate) shall meet with the student and determine the appropriate course of action on a case-by-case basis. Students who are not in violation of MSAD #11 Board Policy JICH will not be disciplined for seeking assistance with a drug and/or alcohol issue. Students who have violated MSAD #11 Board Policy JICH may not use the self-referral process to avoid disciplinary action. **Concerned Person Referral:** A staff member, fellow student, or parent who is concerned about a student's drug and/or alcohol use may consult with a guidance counselor, social worker, administrator or member of the Student Assistance Team. The administrator, social worker and Student Assistance Team (when appropriate) shall meet with the student and determine the appropriate course of action on a case-by-case basis. **Disciplinary Action:** The building principal shall notify the Superintendent of all violations of the MSAD #11 Board's Drug and Alcohol Use by Students Policy JICH. **First Offense:** Building principal/designee verifies offense. Building principal/designee meets with student and parents. Building principal/designee notifies police. Student and parents meet with administrator. Grades 6-12 building principal/designee refers the matter to the Superintendent for expulsion from school. Principals in Grade PK-5 shall discuss the next steps with the Superintendent. Middle School and High School students participating in extracurricular activities and athletics are subject to additional consequences as described in the Athletic Handbook. Discipline for students over the age of 18 enrolled in Adult Education classes will be considered on a case-by-case basis. **Readmission Considerations:** When a student is expelled from school for an infraction of this policy, the MSAD #11 Board or the administration may advise the student and his/her parents that the following will be favorably considered when the student applies for readmission: satisfactory evidence that the student has participated successfully in an appropriate substance abuse treatment program. **Procedure for School-Sponsored Activities:** Students attending school-sponsored activities on or off school property shall be asked to take a Breathalyzer test upon request when school staff reasonably suspects that a student may be violating the MSAD #11 Board's policy on Drug and Alcohol Use by Students. Remove student from activity and/or return to school. Call parent/guardian to assume responsibility for student. Notify building principal/designee of violation. Follow appropriate steps for disciplinary action in Section D. **Procedure for Medical Emergencies:** When a student is intoxicated or incapacitated due to drug and/or alcohol use, school procedures for medical emergencies shall be followed.

Class Standing

At the conclusion of the third quarter, the top ten (10) students in the senior class will be ranked according to their cumulative grade point averages. Students must attend Gardiner Area High School prior to the beginning of their junior year to be considered for an honor part. The valedictorian and salutatorian students will speak at graduation. The students ranked three through six in their class will speak at the Class Day assembly. Students seeking early graduation are not figured into senior class rankings.

Closed Campus

In order to provide the safest environment for the students of Gardiner Area High School, the campus is closed to all students except for those juniors and seniors who have earned Open Campus privileges. Because the school is liable for the well being of the students who attend, it is important that teachers and administrators know the whereabouts of our students. Students are not to be outside of the school building during the school day unless they are participating in a staff supervised activity.

Community Service

In order to graduate from Gardiner Area High School, students must have completed sixty hours of documented community service; this is the equivalent to fifteen hours of volunteer activity for each year of attendance. An approval form is available in the high school's main office and on the school's website. **It is the responsibility of the students to** line-up community service activities and obtain pre-approval from their advisor (when necessary). Examples of appropriate community service activities include; helping non-profit and service organizations, and people in need within the community (not relatives). Perform the activities in a satisfactory manner projecting a positive attitude to the community. Secure documentation of volunteer service hours with their advisor. Community Service activities may occur during the summer months as well as during the school year. Regardless of when the volunteer work is started, students must seek and obtain pre-approval from a school administrator. Service hours will not be accepted if completed for a relative or a business of which normally would pay for the services.

Computer and Internet Use Rules for Students (File: IJNDB-R)

These rules implement MSAD #11 Board policy IJNDB—Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with Board Policy IJNDB and these rules may result in loss of computer and Internet access privileges, disciplinary action, and/or legal action. **Computer Use is a Privilege, Not a Right:** Student use of M.S.A D. #11's computers, networks, and Internet services is a privilege not a right. Unacceptable use or activity may result in suspension or cancellation of privileges as well as additional disciplinary and legal action. The building principal shall have final authority to decide whether a student's privileges will be denied or revoked. **Acceptable Use:** Student access to the District's computers, networks, equipment, and Internet services are provided for educational purposes and research consistent with the District's educational mission, curriculum, and instructional goals. The same rules and expectations govern student use of computers, equipment, and Internet access as applies to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, equipment, networks, and Internet services. **Prohibited Use:** The user is responsible for his/her actions and activities involving District computers, equipment, networks, and Internet services and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following: **Accessing Inappropriate Materials:** Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and or illegal; **Illegal Activities:** Using the school district's computers, networks, and Internet services for any illegal activity or activity that violates other MSAD #11 Board policies, procedures, and/or school rules; **Violating Copyrights:** Copying or downloading copyrighted materials without the owner's permission; **Plagiarism:** Representing as one's own work and materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified; **Copying Software:** Copying or downloading software without the express authorization of the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties; **Non-School-Related Uses:** Using the school district's computers, networks, equipment, and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes, or for any other personal use; **Misuse of Passwords/Unauthorized Access:** Sharing passwords, using other user's passwords without permission and/or accessing other users' accounts; **Malicious Use/Vandalism:** Any malicious use, disruption, altering, or harm to the school District's computers, software, equipment, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and **Unauthorized Access to Chat Rooms/News Groups:** Accessing chat rooms or news groups without specific authorization from the supervising teacher. **No Expectation of Privacy:** M.S.A D. #11 retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the District. M.S.A D. #11 reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers including email and stored files. **Compensation for Losses, Costs, and/or Damages:** The student and/or the student's parent/guardian shall be responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit related to violations of policy IJNDB and/or these rules including investigation of violations. **School District Assumes No Responsibility for Unauthorized Charges, Costs, Illegal Use:** The District assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations. **Student Security:** A student shall not reveal his/her full name, address, or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way. **System Security:** The security of the school District's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the

director of technology. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action. **Parental Acknowledgment Required:** Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgment Form before being allowed to use school computers. **M.S.A.D. #11 Student Computer and Internet Use Acknowledgment Form:** No student shall be allowed to use M.S.A.D. #11 computers, equipment, networks, or Internet until the student and parent/guardian have signed and returned this acknowledgment to the school.

Contact Home

Parent(s)/guardian(s) will be contacted by teachers in regards to their student's academic standing four times per year with quarterly progress reports, four times per year with quarterly grade reports (report cards), and when a staff member has concerns about a student's lack of academic progress, attendance, and/or conduct in their class. Parents and students may access course assignments, grades, and attendance online through the district's student data management system (Powerschool). **All parents will be issued a username and password at the beginning of the school year to access this information.** Building administrators will notify parents when serious and/or repeat infractions are committed. Parents are encouraged to make regular contact with their child's teachers via email. **A staff email directory will be provided to all parents/guardians each year.**

Correspondence Courses

Correspondence courses will be allowed for graduation credit under the following circumstances:

1. Student must be in their senior year (4th) of high school.
Early graduates will not be allowed to take a correspondence course towards their graduation requirements.
2. Course is taken **only** after completing and failing the same or a similar course at GAHS (minimum grade of 50).
3. The course must be completed prior to participation in any graduation activities.
4. The student will be responsible for all expenses incurred from taking the course.
5. Student receives prior written approval from their guidance counselor and the building Principal.

Course Failures

Students who fail a course are required to meet with their respective guidance counselor to discuss options for re-taking the course. These options may include taking a summer school course(s), an approved Adult Education course (student must be 17 year old), repeating the same course, or taking a course that is deemed as a make-up course.

Course Expectations/Syllabi

All teachers at Gardiner Area High School will provide their students with a course syllabus for each class they teach. This document will outline:

- Course goals and objectives (**established by the department**).
- An outline of the course including a listing of topics to be covered (**by ranking period**).
- Grading and evaluation procedures (**established by the department**).
- An email address for regular correspondence.

A written copy of these expectations will be distributed to each student. A copy will also be kept on file with the building Principal. At the end of each ranking period, students will be expected to evaluate their courses based upon the expectations that are distributed.

Dances

School dances are held for high school students only. GAHS students are allowed to bring one guest to dances with approval from administration in advance of the dance. Guests must be enrolled in an area high school and be in good standing with their respective school's administrators. GAHS dances are held on Friday or Saturday nights from 7:30 p.m. to 11:00 p.m. in the school gym. Special dances such as the Sno-Ball and the Junior/Senior Prom may be held off campus. Graduates of GAHS, or an area high school within the past two years, will be allowed as guests to the Sno-Ball and Junior/Senior Prom upon prior approval of GAHS administration. Once students have entered a dance, they are to remain in the building and will not be allowed to return if they leave. All school rules apply and anyone found to be in violation will have appropriate consequences issued by administration. Middle school students are not to attend any GAHS dances and high school students are not to attend middle school dances. Students who are on suspension may not attend any school functions, including dances. Students who are not in school on the day of a dance (Friday dances), or the day prior to a dance (Saturday dances) will not be allowed to attend the dance. **Students who have an unexcused absence or disciplinary infraction during the week prior to a dance will not be allowed to attend the dance.**

Discipline Policy And Procedures Student Discipline

One goal of education is to help individuals develop the self-discipline needed to become contributing and responsible members of the community. Achievement of this goal is the shared responsibility of the individual, the family and the school. We both need and want parental support to help maintain appropriate behavior as outlined in the District Code of Conduct. We ask parents to help support our

message that violence, harassment and assault are never appropriate or justifiable. Discipline, the process of teaching individuals to develop and demonstrate responsible decision-making skills, is an integral part of this goal. Discipline is used to develop respect for oneself and the rights of others and to foster responsibility for and acceptance of the consequences of one behavior. However, discipline should not be used to deprive students of any academic opportunities. In the school setting, effective discipline assures that each student and staff member has a right to be free from fearful or abusive treatment by others. Behavior that interferes with these rights will not be tolerated. Good discipline also ensures that members of the school community can learn and work without interference in a pleasant, safe and conformable environment. Teachers have the responsibility to use appropriate behavioral interventions, subject to the approval of the building principal or designee, to foster appropriate discipline and to support the District discipline policy. Physical force shall not be used as punishment. Staff members shall use every resource available to give guidance to their students and may refer only marked cases of discipline for administrative action. In cases where a student is referred to the building principal for administrative action, the principal, assistant principal or their designee may use the following measures, in any order, including expulsion recommendations, depending on the nature and severity of the violation. A. BEHAVIORAL INTERVENTION - The principal or designee shall use at his/her discretion suitable strategies, such as PEER MEDIATION, to assist the student in understanding the peaceful resolution of conflict and appropriate school behavior. B. TEMPORARY IN-SCHOOL SUSPENSION - The principal or designee may remove a student from a classroom or school activity (such as lunch recess) where the student behaved inappropriately. C. IN-SCHOOL SUSPENSION - The principal or designee may remove a student from a series of classrooms or school activities where the student behavior was not appropriate. D. OUT-OF-SCHOOL SUSPENSION - The principal or designee may remove a student from school for a period of time of up to ten (10) school days. On the third out-of-school suspension, a referral will be made to the superintendent for a meeting with the parent(s)/guardian(s), student before re-entering school. All out-of-school suspensions are subject to Policy JKD-Suspension of Students. E. EXPULSION - Student expulsions will be handled according to board policy JKE -Expulsion of Students. Any student who has received three administrative disciplinary referrals may be referred by the building principal to the Student Assistance Team. A profile of students with chronic disciplinary histories, written by the principal or designee, will be forwarded to the appropriate administrator/team leader at the time of transfer of the student involved from one school to another. Documentation may identify problems, interventions and changed behavior. On an annual basis, each building principal or designee will publish and distribute to students and parents/guardians a handbook, which includes the district discipline policy and administrative disciplinary referral procedures as contained in this policy.

Suspension Of Students:

The school board delegates to the principal the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days.

Prior to the suspension, except as hereinafter provided:

- A. The student and parent/guardian shall be given oral or written notice of the charge(s) against him/her;
- B. The student and parent/guardian shall be given an explanation of the evidence forming basis for those charge(s); and
- C. The student shall be given an opportunity to present his/her side of the case.

However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school; in such cases, the notice of charges, explanation of evidence, and the student's opportunity to explain his side of the story, shall be arranged as soon as practicable after removal of the student from school. The parent/guardian shall be notified of suspension of his/her son or daughter by telephone immediately if possible and/or by written notice which shall be dispatched by mail on the day of the suspension. A copy of the written notice shall be sent to the Office of the Superintendent of Schools.

Expulsion Of Students:

Pursuant to state statute, the expulsion of students is the responsibility of the Board of Directors. No pupil shall be expelled from school except after being afforded the opportunity for a hearing before of the Board. By statute, the Board shall expel a student, after a proper investigation of his/her behavior, if found necessary for the peace and usefulness of the school, for various infractions. These include but are not limited to deliberate disobedience or disorderliness; infractions of violence; possession or use of firearms or dangerous weapons; and possession, furnishing or trafficking in scheduled drugs. The Board also has the power to re-admit an expelled student on satisfactory evidence that the behavior, which was the cause of the student being expelled, will not likely recur. Expulsion hearings shall be held in executive session. Prior to any such hearing, the student and or the parent/guardian of the student shall be provided with the reasons for the proposed expulsion and notice of the time and date of the hearing. At the expulsion hearing, the student shall have the right to be represented and to offer witnesses or other evidence in his/her defense.

Discipline Code

Detention

The purpose of our discipline code is to change inappropriate student behavior through consistent consequences. Students' classroom experiences are essential to their learning. We strive to impact student classroom time as little as possible. For this reason we have established an extended detention on Tuesdays and Thursdays from 2:05 to 5:05. All office detentions will be served during these times. If this time is in conflict with students' personal schedules, it is suggested they act appropriately to avoid the consequences that cause such a hardship. Skipping and/or removal from a one or two hour detention will result in a three-hour detention. Skipping

and/or removal from a three-hour detention will result in an out of school suspension (OSS) until the detention is served. Any student who is suspended from school (out of school suspension) will be required to serve a three-hour detention upon their return.

Level 1: Student Behavior

- | | | |
|--|----------------------------------|---------------------|
| • Classroom disruptions that interfere with learning | 1 st | 30 minute detention |
| • Use of recreational items during the school day | 2 nd | 1-hour detention |
| cell phones, lighters, laser lights, hats, I-Pods, sun glasses | 3 rd -5 th | 3-hour detention |
| skateboard, scooter, and hacky sac use inside the building | | |

Recreational items will be confiscated and turned into administration. These items may be picked up at the end of the school day upon approval of an administrator. Repeated violations will result in additional action by administration.

- Unexcused tardiness to school or class per quarter. **(Students will receive two warnings prior to disciplinary action.)**
- Continued level 1 behaviors (excess of 5) will result in additional disciplinary action by administration.
- Skipping Class 90 minute detention (each infraction)

Level 2: Student Behavior

- | | | |
|---|----------------------------------|---|
| • Leaving school building without permission | 1 st | 3-hour detention |
| • *Skipping school (2 or more classes per day) | 2 nd | (2) 3-hour detentions |
| • Inappropriate/reckless use of vehicle | 3 rd -5 th | 1-day of OSS (each infraction) |
| • Cheating / Plagiarism | | |
| • Swearing/obscene gestures/disrespectful behavior | | |
| • Skipping a teacher detention | | (3-hour detention each infraction) |

* Indicates this infraction will start as a 2nd offense in this Level.

Continued level 2 behaviors (excess of 5 infractions) will result in the student being referred to the Superintendent of Schools for consideration of expulsion.

Level 3:

Student Behavior

- | | | |
|--|-----------------|---|
| • Fighting/physical violence (police) | 1 st | 6 days OSS |
| • Harassment of others/instigation of a fight (police) | 2 nd | 8 days OSS (Meeting with Principal) |
| • Damage to school property (police) | 3 rd | 10 days OSS (Meeting with Superintendent) |
| • Vulgarity towards a staff member | | |
| • Theft (police) | | |

Disciplinary action

Level 4-Criminal Behavior

Student Behavior

- | | |
|--|---|
| • Arson (police) | 10 days OSS (Meeting with Superintendent) |
| • Burglary (police) | |
| • Possession of a weapon (police) | |
| • Possession/use/distribution of tobacco products (police) | |
| • Possession/sale/use/distribution of illegal drugs, | |
| • Controlled substances, or drug paraphernalia (police) | |
| • Criminal threatening (Including Bomb Threats) | |

Disciplinary action

* All student suspensions will be subject to the student Suspension Policy (JKD) and Student Expulsion Policy (JKE).

Note:

It is impossible to foresee every possible situation; therefore school administration and MSAD #11 reserve the right to administer appropriate disciplinary consequences for unforeseen situations as deemed necessary. When a conflict arises between the information provided in this handbook and school policy, school policy will govern.

Display Of Affection

Each student has the right to feel comfortable in school. Therefore, public displays of affection, which go beyond holding hands, can be offensive to both staff and students. Affection should be kept private and away from school grounds. Staff members will warn students who violate this policy. The issue will be documented in the student's conduct file. Subsequent violations will be followed up with disciplinary consequences.

Dress Code For Students

Students are expected to adhere to standards of cleanliness and dress that are compatible with a safe and respectful school-learning environment. The Board has established the following specific restrictions and requirements for student dress. In addition, school administrators are authorized to impose additional restrictions when, in their judgment, a student dress disrupts the educational process or poses a threat to health or safety. **Headwear** - Hats, hoods, bandanas, and sports or winter headbands are not to be worn in the school building. **Outside Coats & Jackets** (excluding jean jackets) - Are not to be brought to class except by permission of the teacher. **Shirts, Blouses, Sweatshirts** - Must be neat and clean, shall be tucked in those areas where loose clothing presents a hazard, and may be marked or printed commercially or by the student. These markings are not to be offensive. **Pants, Skirts, Dresses, Jeans, and Shorts** - Shall be neat and clean and shall not be ripped, torn or raveled or offensively marked. Unduly tight and short clothing, as well as athletic gym-type shorts, are not to be worn. Baggy clothing and long coats that could present a safety risk to the student or could be used to conceal weapons or other contraband is not allowed. **Footwear** - The type of footwear to be worn shall include shoes, boots, workboots, moccasins, loafers, sneakers, and sandals. They are not to be offensive markings on them. Footwear with cleats or hobnails is not to be worn. **Clothing with Logos, Pictures or Messages**- No references to drugs, alcohol, tobacco, sexual activity, or illegal acts are allowed. The school administration has the authority to prohibit other logos, pictures or messages, which they determine to be disruptive to the school-learning environment. **Jewelry and Accessories** - No jewelry or accessories that could be used as a weapon, mar or destroy school property, or pose a safety risk to the student or others will be allowed.

Determinations of individual instances will be made by the administration. All school time lost on such occasions must be made up after school on the same day or days following upon judgment of the administration. Repeated infractions will be subject to further disciplinary action. **Gang-Related Clothing and Insignia** - Gang-related clothing and insignia (including but not limited to the wearing or display of flags, bandanas, symbols, signs, emblems or any article of clothing, jewelry, footwear, or other item that is evidence of membership or affiliation in a gang) are not allowed in school. A gang is defined as an association or group of individuals, whether formal or informal, which identifies itself through the use of a name, unique appearance or language, identifying sign or symbol, the claiming of geographical territory or the espousing of a distinctive belief system that can lead to criminal or violent activity, and whose members individually or collectively engage in or have engaged in a pattern of criminal or violent activity. Particular clothing may be required or permitted for health and safety reasons for students participating in physical education, certain extracurricular activities, work around machines or other activities. Students who come to school dressed inappropriately will receive a warning, and depending upon the infraction, may be sent home to change. Administrators have the authority to suspend students for severe and/or repeated infractions of the dress code. Infractions that directly interfere with the operations, discipline or general welfare of the school may be disciplined in accordance with other applicable Board policies, including our expulsion policy. A summary of this policy will be published annually in student handbooks.

Examinations (Midyear and Finals)

All students with the exception of those who achieve a "95" average in a course (all ranking periods for the course included) will be required to take final exams for all courses. Students achieving the "95" average in a course will not be required to take the final exam for that course. All students will be required to take mid-year exams for full-year courses. The midyear exam for a semester course is considered to be the final exam for the course. Common assessments that are part of the district's assessment system, that represent a portion of, or the entire mid-year or final exam are not subject to exemptions and are required to be taken by all students.

The following rules will govern during exams:

1. If an exam is skipped (an unexcused absence), the student will be assigned to a 3-hour detention. The student will have the opportunity to take the exam during the detention for a grade up to a 70.
2. If an exam (that is taken) fails the student for the semester, the student will be allowed one retake of the exam and earn up to one-half the points missed on the original exam.
3. Students must remain in the classroom until the testing period ends.
4. Students who request an exam schedule change must get administrative approval one week prior to the exam.
5. Students requesting a change in the final exam schedule can only do so for emergency purposes.
6. All students are expected to follow their class schedule and be in their assigned classrooms, including study halls, during exam week. Students who skip exams and/or study halls will be issued the appropriate consequences for their actions by the teacher and grade-level administrator.

Fire Drills / Evacuations

In order to protect the health and safety of students and staff and in compliance with the provisions of the Life Safety Code, schools at all levels, PK-12, are required to hold two fire drills during the first two weeks of school. Schools housing grades PK-4 will hold an

additional eight fire drills during the year; schools housing grades 5-8 an additional six fire drills; and schools housing grades 9-12 an additional four fire drills. Schools housing any combinations of these grade levels will hold the additional number of fire drills required of the lowest grade level within the span. Results shall be recorded and deficiencies noted and corrected. Each building Principal, in cooperation with local fire officials, will develop procedures designed to accomplish the evacuation of school buildings as quickly and efficiently as possible. Principals shall keep a record of all fire drills held in their schools, stating the date and time the drill was held and the time required for evacuation of the building. This information will be reported to the Superintendent or his/her designee after each drill. Fire officials will be notified before each drill. Staff members will receive an annual orientation to this procedure, and the fire drill procedure will be prominently displayed in each classroom. At the beginning of each school year, Principals will ensure that each teacher acquaints the students under his/her care with the designated evacuation routes. Periodically throughout the year the high school will practice evacuations in the event of a fire or bomb threat. It is expected that students will take these drills seriously; therefore, when an alarm sounds:

1. Students quiet down and listen for instructions from their teacher.
2. Students will evacuate the building in an orderly fashion following the evacuation plan posted in the classroom.
3. Once students are at their designated area outside the building, they are to remain there with their teacher so that attendance can be taken to verify every student's whereabouts.
4. In the event a student is out of the classroom, the student is to exit through the nearest door and locate their classroom teacher.
5. Students will return to classrooms in an orderly fashion once an administrator gives an "all clear" signal.

Full Time Student Status

In order for students to participate in athletics, clubs, organizations, and be recognized for honor roll or other academic honors, students must be enrolled in a minimum of five (5) credits per quarter. A student can still be recognized as a Gardiner Area High School student if he/she does not carry the minimum load of credits. Part-time students will not be eligible for the privileges available to full time students including; Honor Roll Status, Honor Roll Privileges, Class Rank, Gardiner Scholars, National Honor Society, and school sponsored scholarships.

Gardiner Scholars and Class Standing Selections

Gardiner Scholar's recognizes students who are in the top ten (10) percent of their class at the conclusion of each school year. Graduating seniors will be recognized for this accomplishment during the "Class Day" ceremony. Underclassmen (grades 9-11) will be recognized for the accomplishment during the "Academic Awards Night" ceremony in the spring of each year for the previous year's academic work. At the conclusion of the third quarter of the senior year, the top ten (10) students in the senior class will be ranked according to their cumulative grade point averages. Students must attend Gardiner Area High School prior to the beginning of their junior year in order to be considered for this honor. The valedictorian and the salutatorian will speak at graduation and the seniors who are ranked 3rd through 6th will speak at Class Day.

Guests And Visitors

Visitors with an educational purpose may visit Gardiner Area High School. Permission to visit the school must be obtained at least two (2) days in advance from administration. The host student must complete and submit to administration a guest request form. This form requires signatures from each of the teachers scheduled for the host student, the host student's guidance counselor, and an administrator before the visitation is approved. If the guest is a student from another school, that student must have documentation from their parent/guardian, and their school verifying permission to visit GAHS. The day of the visit, the guest must register with the main office upon entering the school. Anyone who does not register with the main office upon entering the school building will be asked to leave the school grounds immediately.

Harassment and Sexual Harassment of Students (File: ACAA)

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of MSAD #11 Board policy and may constitute illegal discrimination under state and federal laws.

Harassment: Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the MSAD #11 Board policy JICIA - Weapons, Violence and School Safety. **Sexual Harassment:** Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct. Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students. The Superintendent or the employee designated as the Title IX Coordinator will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by

the school administration.

Student Discrimination and Harassment Complaint Procedure File: ACAA-Regulation

The following procedure outlines for students the process, which will be used for handling complaints alleging discrimination or harassment. For purposes of this procedure, a "complaint" is defined as an allegation that a student has been discriminated against or harassed on the basis of race color; sex, sexual orientation, religion, national origin or disability. "Discrimination or harassment" means discrimination or harassment on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin or disability.

Step One: Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the building administrator. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the administrator. The building administrator will investigate and attempt to resolve the complaint within three working days. **Step Two:** If the complaint is not resolved satisfactorily or if the complainant wishes to bypass the building administrator, he/she may file a complaint with the district's affirmative action officer. The complaint will be investigated and completed within 21 working days, if practical. If the Affirmative Action Officer determines that discrimination or harassment occurred, he/she shall in consultation with the Superintendent: 1. Determine what disciplinary action should be taken against the person who engaged in discrimination or harassment. 2. Inform the student who made the complaint (and his/her parents/guardians) of the results of the investigation (in accordance with state and federal privacy laws). If the student's parents/ guardians are dissatisfied with the resolution; an appeal may be made to the School Board within 14 school days of receiving notice of the decision. The Board will consider the appeal in executive session, to the extent permitted by law, at its next regular meeting or at a special meeting. The Superintendent shall submit the investigation report and any other witnesses or documents that he/she believes will be helpful to the Board. The student, his/her parents/guardians and his/her representative shall be allowed to be heard. The person against whom the complaint was made shall be invited and allowed to be heard. The Board's decision shall be final. **Step Three:** A student may at any time, file a complaint with the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (207-624-6050) and/or the federal office for Civil Rights, Regional Director, US Department of Education, SW McCormack POCH Room 222, Boston, MA 02109-4557 (617-223-9622). **Considerations:** School staff is expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures up to and including expulsion. The Superintendent or designee may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.

Hazing (File: ACAD)

Maine statute defines injurious hazing as "any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school." 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. "Harassing behavior" includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member. "Acts of intimidation" include extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, and property damage or theft. No administrator, faculty member, or 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. Students who violate this policy may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures. Administrators, professional staff, and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal. In the case of an organization affiliated with this school unit that 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. 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. These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject. The Superintendent/designee shall be responsible for administering this policy. In the event that an individual or organization disagrees with an action - or lack of action - on the part of the Superintendent/designee as he/she carries out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board with respect to the provisions of this policy shall be final. This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements. A copy of this policy shall be included in all school, parent, and employee handbooks or otherwise distributed to all school employees and students.

Home Schooling

M.S.A.D. #11 policy regarding Home Schooling is available through administration or through the guidance office. Students who are interested in being home schooled and want to have the course work be considered for Gardiner Area High School credit must present a learning plan to the building Principal for pre-approval. Any plans that are not pre-approved may not be accepted by M.S.A.D. #11.

Honor Roll

A student attains Highest Honors with an average of 95-100, High Honors with an average of 90-94, and Honors with an average of 85-89. A student must carry five (5) credits each ranking period to be eligible for Honor Roll. All grades must be 80 or higher in all subjects each ranking period. If a student withdraws from a class, the withdrawal grade will count towards his/her quarterly average.

Honor Roll Privileges

Students who are on the Honor Roll will not be assigned to a study hall and may go to either the cafeteria or library during non-class time. Honor Roll students who roam the halls and are disruptive to classes will lose their privileges for a time designated by an administrator. Honor roll students (with the exception of those who also have Open Campus privileges) who leave campus during this time will lose their privileges and be assigned to a study hall until the next ranking period. Students with excessive absences and/or disciplinary referrals will have their Honor Roll privileges revoked for a period of time determined by GAHS administration.

Immunizations/Health Records

During a student's senior year, the school nurse will, upon request, copy for the student a record of their immunizations. This immunization record is an important document that should be filed in a secure place. At the end of the school year, the entire health record may be returned to graduates. Records that are left behind will be stored for seven (7) years at the Superintendent's office. The immunization portion of these records will be kept for as long as space allows. By law, schools are required to keep the immunization record on file only on enrolled students.

Tetanus Booster/Chickenpox (Varicella): A tetanus booster is recommended every ten (10) years. This typically comes due at age 15. Please be sure to indicate the date of the last shot you have had on your emergency card. This information is necessary in the case of minor cuts and scrapes at school. By the start of the school year 2007, all students in grades K-12 should be vaccinated against chickenpox or be able to show proof of immunity.

Incomplete Grades

Incomplete or delayed grades must be completed within two (2) weeks after the close of the ranking period. Any student who has an incomplete for a quarter grade will receive a "00" on his/her report card. The student will have two (2) weeks after grades close to make-up work. After the two-week period, if arrangements have not been made with a teacher, earned grades will be reported. A student who is absent for a prolonged period of time due to a documented illness, hospitalization, or family emergency may request consideration for extended make-up time. Administration will be required to approve any extensions beyond the deadline. An incomplete will prohibit a student from making Honor Roll until the work is made up.

Library/Media Center

Loan Policy:

1. Students may borrow up to five (5) books or library resources on their account for a period of two weeks.
2. Materials may be renewed for an additional two weeks.
3. Overdue notices for materials not returned will be sent to the student through their homeroom advisor. Severely overdue notices will result in the loss of library privileges.
4. Borrowers are responsible for materials and will be expected to pay for any lost or damaged items.

Sign-in Procedure:

1. Students are required to have a pass and sign-in to use the library/media center.
2. At times, access to the media center may be limited due to the number of students or classes already using the facility.

Library Rules and Regulations:

1. The library/media center is a place of inquiry, study, research, completion of assignments, or pleasure reading.
2. Students will lose their library privileges for the following time periods if they are removed from the library:
1st offense: (2) weeks 2nd offense: (4) weeks 3rd offense: (6) weeks

Lockers

While lockers are assigned to students, they remain the property of M.S.A.D. #11 and Gardiner Area High School. Students can obtain locks in the main office for an initial deposit of five dollars (\$5), which will be returned to the student upon return of the lock. GAHS will not assume financial responsibility for stolen items from unsecured lockers, or for the removal of locks that are not school issued. **It is strongly recommended that all students rent a lock in order to protect their belongings in their locker.**

Lockdown Situation

In the event where an announcement over the intercom states there is a lockdown situation in the building, students who are in an open area must report to the nearest classroom. Upon hearing the announcement, teachers are to quickly check outside their doorway for any students in their area and then lock their door, cover their door window, and have the students move to a designated area of the classroom and remain quiet. Teachers and students will remain in the classroom unless otherwise directed to do so by either an administrator or a law enforcement officer. It is imperative that teachers and students remain calm and in a lock-down situation.

Lunch Time Expectations

Lunch is a time to relax and socialize with friends. During this time students are required to report to and stay in the cafeteria to eat their lunch. Students are expected to clean up after themselves prior to leaving the cafeteria. Failure to do so will result in disciplinary consequences, which may include the student assisting the custodial staff with cleaning the entire cafeteria.

Mastery and Grading Policy PK-12

Mastery Definition: The mastery of standards in MSAD #11 shows what a student has accomplished. Mastery is the point in a student's learning at which there are clear, observable, and consistent demonstrations of the State of Maine Learning Results and subject area standards. A student mastering a standard can recall and apply this knowledge over time with minimal review and in varied circumstances.

Reporting/Grading Guide: The following guide has been established to guide students, parents, and teachers in determining mastery of individual standards. Student evidence must also be collected to support the determination. This guide will become effective in the 2006/07 school year. All schools all subjects, and all grade levels will use the same Comparison Chart. No pass/fail grades will be used. Students may be assessed in two categories: academic and non-academic achievement factors. Assessment of these categories will be based on MSAD #11's curriculum standards which are aligned with the Standards and Guiding Principles of the Maine Learning Results. Non-academic achievement factors may include effort, attendance, participation, homework, time on task, behavior, citizenship, preparation, and/or workmanship as defined by specific grade-span criteria.

Comparison Chart for Reporting Student Performances in Grades PK-12 Content Standards

Rubric Scale	Grade Numeric	Grade Letter					
E	4.00	98-100	A+	PM	2.00	79-82	C+
E	3.67	95-97	A	PM	1.67	75-78	C
M	3.33	92-94	A	PM	1.33	70-74	C
M	3.00	89-91	B+	DNM	1.00	65-69	F
M	2.67	86-88	B	F DNM	0.00	1-64	F
M	2.33	83-85	B	F N	0.00	0	F

For Grades PK-12

"E" Exceeds the Standard: Exceeds expectations related to standard as defined by assessment rubric • Consistently provides evidence of above-mastery for tasks in subject standards • Consistently shows advanced application of knowledge to other situations

"M" Meets the Standard: Meets expectations related to standard as defined by assessment rubric • Usually provides evidence of mastery for tasks in subject standards • Usually shows satisfactory application of knowledge to other situations

"P" Partially Meets the Standard: Occasionally meets expectations related to standard as defined by assessment rubric • Occasionally provides evidence of mastery for tasks in subject standards • Occasionally shows satisfactory application of knowledge to other situations. This student is progressing toward meeting expectations related to standard. More time and assistance is needed in helping him/her master the curriculum standards(s).

"DNM" Does Not Meet • Seldom meets expectations related to standard as defined by assessment rubric • Has not shown mastery of expectations related to standards • Seldom shows application of knowledge to other situations

"N" Not Scorable or Not Enough Evidence • There is not enough evidence at this time to determine if the student is meeting the expectations related to the standards.

Students Who Exceed Standards • Should a student excel and achieve mastery of a curriculum standard before other students, the student will be provided with enrichment activities related to the curriculum standard, and/or will be provided the opportunity to move to the next curriculum or academic level.

Students Not Achieving Mastery • Should a student not achieve mastery of a curriculum standard, then the student may participate in one or all of the following: • Various interventions including possibilities such as academic tutorial and/or summer school • Repeat the educational experience (this could mean repeating a lesson, series of lessons, a course, or the entire year's instruction depending on the student's progress, ability, and/or attitude). If a student does not achieve mastery of a curriculum standard, and does not participate in any or all of the above remediation activities, retention may be necessary in accordance with district Retention/Promotion policy.

If a parent/guardian has refused to support their student's participation in an intervention, then this refusal will be documented. Parental Involvement/Parental support is crucial in helping children achieve mastery of all curriculum standards. If parents do not agree with the evaluation of their child, they may consult with the child's teacher and school principal.

Recommendations about Assessments • Assessments will align with subject area standards. The final determination of mastery will

be based on a collection of evidence. Examples of evidence include: student self-assessments, observations, tests, written and oral assignments, projects, products, and student performance. Teachers will use more than one assessment to check for mastery.

Messages

To minimize interruptions, the main office secretaries at Gardiner Area High School will not interrupt a class to deliver a message except in the case of an emergency. Please inform your son/daughter ahead of time about appointments so the proper dismissal procedure is used and the appointment does not jeopardize the learning process. The secretaries in the main office are busy with school related issues and do not have time to deliver flowers, cards, or messages to students.

National Honor Society

Membership in NHS is based on meeting criteria in four categories: scholarship, leadership, service, and character (see below for definitions). To be eligible, a student must be a junior or senior and have a cumulative grade point average of 85 or higher.

Leadership:

- The student who demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices and positions of responsibility
- Demonstrates leadership in the classroom, at work, and in school activities

Service:

- Participates in outside activities: church groups, scouts, community service
- Works well with others and is willing to take on difficult and inconspicuous responsibilities
- Shows courtesy by assisting visitors, teachers, and other students

Character:

- Takes criticism willingly and accepts recommendations graciously
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, and behavior
- Shows concern, courtesy, and respect for others
- Exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability, punctuality)

New Students

New students who register at Gardiner Area High School must have their previous schools transcripts and medical records forwarded to the Gardiner School District during the enrollment process. Once all records are received the student and the students parent(s)/guardian(s) will meet with a guidance counselor and an administrator to officially enroll. Therefore, in order to enroll at Gardiner Area High School the student/parent must:

1. Schedule an appointment with the guidance department
2. Bring proof of residency, custody, and immunization records
3. Bring a current copy of their schedule and report card
4. Bring a copy of the student's birth certificate
5. Schedule an appointment with the designated administrator

(Exceptions will be made for homeless students in compliance with the Stewart B. McKinney Homeless Assistance Act)

Nurse's Office

(School Health Services)

Students who become ill, or are injured at school should report to the health office to be seen by the school nurse. If the student needs to be dismissed, or needs further treatment, the school nurse will contact the parent/guardian. If the student is not dismissed he/she will receive a pass to return to class.

Medication at School: Students are strongly urged to schedule the taking of medicine outside of school hours. If it is necessary for students to take prescription medicine at school, the medication needs to be delivered to the school nurse. The first dose of a new medication should never be given at school. All prescription medications should come in a pharmacy-labeled container for the school. Students are not to share or distribute medication at school. Upon request, students' pharmacists will provide the student with an extra pharmacy-labeled container for the school. The label needs to include the student's name, type of medication, exact dosage to be taken, times the dosage needs to be taken, the prescribing doctor's name, and the date the medication was prescribed. A form titled, "Request to Administer Medication" needs to be filed by a parent/guardian in order for the school nurse to administer medication to

the student. In addition to medication being administered solely from the health office, the High School has the following provision: there are certain prescription medications such as Epi-Pens, and asthma inhalers that students may carry and self-administer with parental/guardian permission, a physician's order and approval of the school nurse. These medications should be brought to the health office to be recorded by the school nurse.

Non-Prescription/Over the counter Medications: The policy for grades 9-12 states: "With increased expectations and responsibility given to high school students, certain flexibility needs to be made regarding access to medications." High school students may carry and self-administer non-prescription or over the counter medications such as Tylenol, Ibuprofen, or medicated cough drops with written permission of the parent/guardian or physician. This medication should be in its original, labeled container. The parent/guardian has the opportunity to indicate on the school's emergency card whether they want to give their student permission to carry non-prescription or over the counter medications. *New Emergency cards need to be filed each year.* Students may be administered Tylenol in the health office by the school nurse if parental/guardian permission has been given on the student's Emergency Card. Any questions can be referred to Diane Giffen, R.N. (dgiffen@msad11.org) or 582-3150.

Open Campus

Open campus is a privilege available to both juniors and seniors who meet the following criteria:

1. The student is enrolled in five courses or five credits per quarter.
2. Seniors have completed: 45 hours of community service (1st semester).
53 hours of community service (2nd semester).
Juniors have completed: 30 hours of community service (1st semester).
38 hours of community service (2nd semester).
3. The student is in good academic standing in all of their classes. (Honor Roll status).
4. The student is in good standing regarding GAHS's code of conduct. (No disciplinary issues.)

Open campus privileges are subject to being revoked for disciplinary reasons outlined in the permission form. This form must be completed and on file with administration prior to the student being allowed to utilize their privileges. Students who are scheduled for study halls for both period 1 and 2 on either a Tuesday or Thursday and have open campus privileges will be excused from attendance to advisory period for those days.

Panhandling

The school environment is one that should be free from all forms of harassment. Students are not to stop other students or teachers in the hallways or in the cafeteria in order to ask for money.

Passes

Teachers will grant passes for the following reasons:

Bathroom/Locker/Vehicle: Student must have a red hallway pass from the teacher with them.

To another teacher: Student must have an orange hallway pass from one of the teachers involved. The sending teacher will make contact with the receiving teacher prior to sending a student.

Guidance appointment: Student must have an orange hallway pass from Guidance or the teacher. The sending teacher will make contact with the guidance office prior to sending a student.

Nurse: Student must have an orange hallway pass from the teacher. The sending teacher will make contact with the nurse prior to sending a student.

Administration: Student must have an orange pass from the teacher. The sending teacher will make contact with the administrator or a secretary in the main office prior to sending a student.

Library: Student must have an orange pass from the library or the teacher. The sending teacher will make contact with the library prior to sending a student.

Post-Secondary Education

Students intending to pursue a post-secondary education (college or vocational training) should plan their academic program accordingly. Most colleges and technical schools require students to successfully complete a minimum of Algebra II, (advanced math for many programs), two (preferably three) years of lab sciences including Biology, Physics or Chemistry, and two years of a second language (French, Spanish, Latin).

Posting & Distributing Materials

Prior to posting or distributing handouts, flyers, or notices of any kind, students must receive administrative approval. This includes all individual students, all clubs, student organizations, and athletic teams. Students who do not follow this procedure will receive appropriate disciplinary consequences from administration. The materials will be confiscated and parents will be notified.

Post-Graduates

Upon graduation, students who wish to take high school courses as a postgraduate must request permission in writing. The letter must state the course(s) the student wishes to take and the reason for the request. These students, if approved, will be allowed to register on a space available basis.

Promotional Requirements

In order for graduation status to be awarded, twenty-two (22) credits and sixty (60) hours of Community Service are required. Promotion status:

- Ninth grade to tenth grade: 5.5 credits
- Tenth grade to eleventh grade: 11 credits
- Eleventh grade to twelfth grade: 16.5 credits

Promotion, Retention, And Acceleration Of Students

It is the MSAD #11 Board's intent to provide sequential instruction programming that provides equitable opportunity for students to learn the knowledge and skills that will enable them to meet the content standards at each grade level. The MSAD #11 Board recognizes that at every grade level, there are differences among students in their intellectual, physical, social, and emotional development and that individual students may be more proficient in some content areas of the Learning Results than in others. While most students will advance from one grade to another at the end of the academic year, some students may benefit from retention or acceleration. Decisions concerning promotion, retention, or acceleration of a student should be consistent with the best educational interest of that student.

Considerations: The following considerations will be used in making decisions concerning promotion, retention and acceleration. Although all listed criteria may be considered in the decision-making process, because of the relationship between a student's achievement of the content standards of the system of Learning Results and his/her future success in school, more consideration shall be given to the criterion articulated below than to any other factors.

1. Achievement of the content standards of the Learning Results, as demonstrated through classroom assessments, common assessments, and standardized tests; (see Academic Standards and Criteria)
2. Participation and success in remedial programs, tutoring, summer school, and/or other opportunities for success;
3. Potential benefit from repetition of a grade or learning experiences;
4. Potential for success if accelerated;
5. Attendance;
6. Social and emotional maturity;
7. Health;
8. Age in relation to grade placement;
9. Program options;
10. Student attitude;
11. Parental concerns;
12. Complete Light's Retention Scale for those students under consideration for retention.

A. Retention: Parents should be notified as early as possible in the event that retention is being considered. Parents will be informed of the remediation options available to students such as tutoring, after-school programs, and summer school. Decisions concerning retention should be made through a conference involving parents, the student's teacher, the building principal, and as appropriate, the guidance counselor, other professional staff, and/or consultant's (Administrative Placement Team). Advancement to the next grade may be made conditional on successful remediation or demonstrated proficiency within a specified period of time. A parent who is dissatisfied with the principal's decision may appeal to the Superintendent. The Superintendent's decision shall be final.

B. Acceleration: Decisions regarding acceleration shall be made by the principal in consultation with the student's teacher(s), the Gifted and Talented Education Coordinator, the parent, the classroom teacher, the guidance counselor and other professional staff as appropriate. A parent who is dissatisfied with the principal's decision may appeal to the Superintendent. The Superintendent's decision shall be final. [NOTE: Board members and superintendents should be aware that we have used "acceleration" to refer to placement of a student in a grade or course level beyond that which is normally the next in the sequence. Many, but not all students who have excelled or have the potential for excelling academically beyond their age peers have been identified for a school unit's "gifted and talented" program, and are assigned to grade levels in accordance with their individual education plans. Consideration of acceleration may indicate a need for further exploration of a student's potential through the identification process. See Department of Education Rule Chapter 104, Education Programs for Gifted and Talented Children, for additional information.]

C. Transfer Students: For students who transfer into the school system from another state or educational program not required to meet the content standards of MSAD #11, the principal will determine the substance of the student's prior education experience for the purpose of grade placement or the fulfillment of credits.

Academic Standards and Criteria: All students must participate in all State and local required courses.

Grades 9-12 High School Grade Level Assignment

Successful completion of the requirements specified in the MSAD #11 Board's policy IKF (Graduation Requirements) and demonstrated achievement of the mandated content standards in the MSAD #11 system will be required for a high school diploma. For sophomore status, a student must have successfully completed 5.5 credits, for junior status 11 credits and for senior status 16.5 credits. However, high school grade level assignment will be based on the number of credits successfully completed prior to the

beginning of the current school year. Twenty-two credits are required for graduation.

Note: At all levels work habit grades will become an official part of student transcripts.

Prior to any decision regarding retention, the following steps should be considered by the team (see B above):

1. Attempt alternative methods of instruction; i.e. develop a personal learning plan and explore multiple modalities of instruction;
2. Refer the student to SAT;
3. Increase services through available resources during school, after school or during the summer for deficiencies in work habits or academics;
4. Offer a summer school study skills and reading comprehension course for students in danger of failing or who have failed essential courses;
5. Offer a student who attains passing grades on course work but fail to meet standards in the Work Habits portion of the Report Card may be offered a summer school study skills as a preventative measure.
6. Offer students who are not passing in core academic subjects and are also not meeting standards in the Work Habits portion of the Report Card, a summer school study skills program as well as course work in core areas.

Note: The summer school provision is subject to annual District budgetary funding.

Placement of Students Prior to Complete Implementation of this Policy

Any student who does not achieve the prescribed criteria in each grade (K-8) may be referred to an administrative placement team which will consider the student’s potential for success and make recommendations for placement in promotion, retention or acceleration cases. Parents are to be invited to participate in this process. The recommendation of the administrative placement team must be documented on a designated form and placed in the student’s cumulative folder.

Resource Officer

The City of Gardiner and M.S.A.D. #11 are working together in a safe schools partnership. As a result of this, we have placed a full time resource officer in the school. The role of the Resource Officer is to assist administration and staff with disciplinary issues, to assist the school in drug free programs, and to assist the district in developing safe schools programs. Other important facets of the School Resource Officer are to assist staff in the classroom and develop a rapport with students in the M.S.A.D. #11 school district.

Schedule of Classes

Gardiner Area High School is open to students starting at 7:00 a.m. Upon entering the school, students are to stay in supervised areas only, primarily in the cafeteria or teachers classrooms. G.A.H.S. is not responsible for students prior to 7:00 a.m. or after 3:00 p.m.

(Monday-Wednesday-Friday)

Period 1:	7:30 – 8:50	80 Minutes
Period 2	8:55 – 10:20	85 Minutes
Period 3:	10:25 – 12:25	85 Minutes
Lunch Schedule		
1 st Lunch	2 nd Lunch	3 rd Lunch
10:25 – 10:55 Lunch	10:25 – 11:10 Class	10:25 – 11:50 Class
10:55 – 11:00 Pass	11:10 – 11:40 Lunch	11:50 – 11:55 Pass
11:00 – 12:25 Class	11:40 – 11:45 Pass	11:55 – 12:25 Lunch
	11:45 – 12:25 Class	
Period 4:	12:30 – 1:55	85 Minutes

(Tuesday-Thursday)

Period 1:	7:30 – 8:50	80 Minutes
Advisory:	8:55 – 9:20	25 Minutes
Period 2	9:25 – 10:40	75 Minutes
Period 3:	10:45 – 12:35	75 Minutes
Lunch Schedule		
1 st Lunch	2 nd Lunch	3 rd Lunch
10:45 – 11:15 Lunch	10:45 – 11:20 Class	10:45 – 12:00 Class
11:15 – 11:20 Pass	11:20 – 11:50 Lunch	12:00 – 12:05 Pass
11:20 – 12:35 Class	11:50 – 11:55 Pass	12:05 – 12:35 Lunch
	11:55 – 12:35 Class	
Period 4:	12:40 – 1:55	75 Minutes

The bus for CATC students will leave GAHS at 10:45 AM.

The bus returning students from CATC will leave CATC at 1:35 PM and arrive at GAHS at approximately 1:55 pm.

Early Release Schedule

Period 1 (O/B)	7:30 - 8:30	60 Minutes
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Passing	8:30 - 8:35	
Period 2 (O/B)	8:35 - 9:30	55 Minutes
Passing	9:30 - 9:35	
Period 3 (O/B)	9:35 - 10:30	55 Minutes
Passing	10:30 - 10:35	
Period 4 (O/B)	10:35 - 11:30	55 Minutes

Schedule Changes

The Add / Drop period for all classes will start at the beginning of the summer and end on **September 9, 2009**. After the Add / Drop period, schedule changes **will only** be made to adjust a student's course level(s) and must be initiated by the student. A student/parent meeting with the classroom teacher of the course(s) and the content area Department Chair will be required in order to process a change. Upon approval of the teacher and Department Chair, the student and parent are to meet with the appropriate guidance counselor who will make the necessary changes and issue the student a new schedule. Courses approved to be dropped through this process which occur after the Add / Drop period will be designated with a withdrawal-grade (for example W-66) and will require a final approval from the Principal. Students are to maintain their original course schedules until the guidance department completes any changes.

Snowmobiles

Snowmobiles may be used to transport students to and from school. However, students who ride snowmobiles must follow the same rules and regulations of those students driving cars. Snowmobiles are not to be driven during the school day and are not to exceed ten (10) miles per hour. Students are to park their snowmobiles either across the street, in the area in front of "C" wing, or under the walkway leading to the gymnasium. Students who violate snowmobile policies will not be allowed to drive them on school property for a period of time determined by administration.

Student Assistance Team (SAT)

SAT (Student Assistance Team) meetings are held for students who are experiencing difficulties in several classes. Teachers, parents/guardians, students, and/or administrators may request a meeting through the student's guidance counselor. Appropriate individuals will be invited to discuss the student's social, academic, and behavioral status in order to ensure the student's educational experience is optimized.

Student Council

The Student Council is the representative assembly and voice of the student body. It is their function to coordinate various special events throughout the school year and generate ideas of how to improve Gardiner Area High School.

Student Employment

The Bureau of Labor Standards provides the following information. When school is in session:

Students ages 16 and 17:

- May not work more than 20 hours per week
- May not work more than 4 hours per day
- May not work more than 6 consecutive days
- May not work between the hours of 10:00 pm and 7:00 am on days preceding a school day
- May not work between 12:00 pm (midnight) and 7:00 am on other days.

Students under age 16:

- May not work more than 18 hours per school week
- May not work more than 40 hours any other week
- May not work after 7:00 pm during the school year
- May not work after 9:00 pm during the summer vacation

Student Records

M.S.A.D. #11 has established a policy regarding student records, which is in compliance with the Family Educational Rights and Privacy Act of 1974. A complete copy of this policy is available for your inspection in the office of the school principal or in the office of the superintendent of schools. It is important that you know this policy assures students and their parents of confidentiality. Only the people involved in your child's education have the right to see your child's school record. Listed below, in a simplified form, are those parts of the policy that schools are required by law to tell you each year:

1. Certain facts about students are classified as "directory information." This includes such information as name, address, phone number, age, major field of study, or athletic participation. Directory information may be released to the public unless the parent sends a note to the principal refusing to allow information to be released. For example, the high school might release the names of players on an outstanding sports team, or a list of students who have achieved "honor" grades. The school department will not release directory information for any commercial purpose.

2. When a student moves to a new district, M.S.A.D. #11 will send all of the student's records to the new school.
3. If you, the parent/guardian, wish to inspect your child's records, you should contact your school's office and sign a request form. An appointment will be made for you to view the records when an administrator or counselor is available to help interpret the record for you.
4. If you feel that your child's right to privacy has not been protected, or if you have other concerns about the school's record keeping procedures, please contact your child's school principal for assistance. If this does not produce satisfactory results, you have the right to file a complaint concerning alleged violations of P.L. 93-380 with the Family Educational Rights and Privacy Office, Department of Health, Education, and Welfare, 300 Independence Avenue, S.W. Washington, D.C. 20201

Student Searches Questioning and Searches of Students

The MSAD #11 School Board seeks to maintain a safe and orderly environment in the schools. School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure. Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, MSAD #11 Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school. When special circumstances exist, including but not limited to a suspected ongoing violation of the MSAD #11 Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion. Student use of all school storage facilities, including but not limited to lockers, desks and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Canine patrols may be used to conduct searches anywhere on school property. If a search produces evidence that a student has violated or is violating the law, MSAD #11 Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators. A student who refuses to comply with a search directive may be subject to disciplinary action, including the disciplinary consequences for the suspected violation. The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, and/or other appropriate persons, any administrative procedures necessary to carry out this policy. This policy and the accompanying procedure will be included in student/parent handbooks.

Administrative Procedure

The purpose of this administrative rule is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary and in accordance with MSAD #11 Board policy. Law enforcement authorities will not participate in searches except under exceptional circumstances. [NOTE: Administrators should be aware that police generally must have "probable cause" to conduct searches, which is higher standard than "reasonable suspicion", the standard required of school administrators.] Any item found during a search that is illegal, violates MSAD #11 Board policies or school rules, or which in the reasonable judgment of school administrators represents a threat to the safety and welfare of the school population shall be seized. Illegal items shall be turned over to law enforcement authorities. Other items shall be stored in a secure location until a determination is made regarding appropriate disposition. School administrators are required to document all searches and items seized or impounded. The Superintendent and the parents or students involved shall be provided with a copy of such report.

A. Questioning by School Administrators

1. School administrators are under no obligation to notify a student's parents/ guardians prior to questioning a student regarding alleged violations of MSAD #11 Board policies, school rules, and/or federal/state laws.
2. School administrators shall inform the student of reasons for the questioning and provide an opportunity for the student to respond to any allegations. School administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.
3. If a student fails to cooperate, lies, misleads, or threatens any person during questioning, he/she may be subject to additional disciplinary action.

B. Searches of Students, Personal Property in Students' Immediate Possession

1. School administrators are authorized to search students and/or personal property in students' immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating Mad #11 Board policies, school rules, federal/state laws, or is interfering with the operations, discipline or general welfare of the school.
2. All searches of students and/or their personal property shall be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical. A reasonable effort will be made to conduct searches out of the sight and hearing of other students.
3. Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include pat downs and searches of the student's outer clothes (e.g., pockets, jacket,

shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items. If the search produces a reasonable suspicion of the presence of evidence, a broader search may be justified. If a strip search appears to be necessary, law enforcement authorities shall be contacted and conduct the search.

4. Searches which disclose evidence that a student has violated MSAD #11 Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

C. Searches of Lockers, Desks, and Other School Storage Facilities

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

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

3. Any search which discloses evidence that a student has violated MSAD #11 Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

D. Patrolling of Parking Lots and Searching Vehicles

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

2. If school administrators have a reasonable suspicion that a vehicle which a student has parked at school contains evidence that the student has or is violating MSAD #11 Board policies or school rules, or federal/state laws, and/or there is a substantial threat to the welfare and safety of the schools, a school administrator will search the vehicle in the presence of a witness, except where the circumstances make the presence of a witness impractical.

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

E. Canine Patrols

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

2. The Superintendent must make requests for canine patrols in writing to the appropriate law enforcement authorities. Only certified dogs and handlers may be used.

3. Whenever possible, canine patrols will be scheduled to minimize disruption of the academic program and risk of contact with students.

4. When canine patrols take place during the school day, teachers will be notified prior to the initiation of a canine patrol to keep students in their classrooms, or designated evacuation area during the patrol. Any students in the parking lot, or anywhere outside of a classroom, prior to a canine patrol will be instructed to report to the school office, appropriate classroom, or evacuation area.

5. All lockers and/or student vehicles will be scanned during a canine patrol. Any locker and/or vehicle identified by the canine patrol will be noted by the school administrators accompanying the patrol.

6. Immediately following removal of the dogs, each area noted during the canine patrol will be searched. Each search will be conducted by a school administrator in the presence of a witness, except where the circumstances make the presence of a witness impractical.

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

Study Hall Expectations

Students who are assigned to a study hall must attend the study hall as they would a regular course. Study halls are an opportunity to work on assignments, gather information by visiting the library (pass required), a computer lab (pass required), or obtain assistance from another teacher (pass required) or student. When a student is in a study hall, he/she is expected to perform schoolwork and act appropriately. Playing games, cards, movies, or loud talking are not allowed. Teachers may look up students' schedules to see if the student has any coursework either due or overdue for the student to work on when a student is not actively working on schoolwork.

Telephone Use By Students

There are two (2) pay phones in the lobby of the building for student use. Students may use the phone before school starts, after school, or during lunch. Students need to be courteous and timely on the pay phone, realizing that other students may need to use the

phone as well. Please limit your calls to a couple of minutes. Due to the limited number of school phone lines, office phones may be used only in cases of emergencies or attendance issues. Students are not to use their personal cellular phones during school hours.

Textbooks, Library Books, And School Materials

All school materials issued to students are the property of M.S.A.D. #11 and Gardiner Area High School. Once issued it is the responsibility of the student to take care of such materials. If these materials are lost or damaged, the replacement cost will be assessed to the student and parent(s)/guardian(s). Seniors, who have an outstanding debt, will not be allowed to participate in graduation related activities until their financial obligation is met. Underclassmen who do not settle their financial obligations will be billed for the cost of replacing the item(s) not returned. Failure to comply will result in the school seeking restitution through legal authorities.

Tobacco Use and Possession (File: ADC)

In order to promote the health, welfare and safety of students, staff and visitors and to promote the cleanliness of MSAD #11 facilities, the MSAD #11 Board prohibits smoking and all other use of tobacco products in school buildings and other school district facilities, on school buses, and on school grounds at all times by all persons. In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times. Employees and all other persons are also strictly prohibited, under law and MSAD #11 Board policy, from selling, distributing or in any way dispensing tobacco products to students.

Truancy

A student is habitually truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A MRSA § 5001-A) and he/she: A. Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or B. Is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year. The MSAD #11 Board shall appoint one or more attendance coordinators in accordance with state law. The duties of the attendance coordinator include, but are not limited to: A. When notified by a principal that a student's attendance is irregular, interviewing the student and the parent(s) to determine the cause of the irregular attendance and file a written report with the principal; [NOTE: For the purpose of this policy, "parent(s)" means the student's parent(s) or legal guardian(s).] B. Filing an annual report with the Superintendent summarizing school year activities, findings and recommendations regarding truants; C. Serving as a member of the dropout prevention committee; and D. Serving as the liaison between the school and the local law enforcement agency in matters pertaining to student absenteeism under Maine's compulsory attendance and truancy laws (20-A MRSA §§ 5001-A, 5051-A).

As required by law, the following procedure shall be followed when a student is habitually truant.

If the principal and the attendance coordinator determine that a student is habitually truant, the principal shall inform the Superintendent. The Superintendent/designee shall first try to correct the problem informally. Informal attempts to correct the problem must include meeting with the student and the student's parent(s) to identify possible causes of the habitual truancy and to develop a plan to implement solutions to the problem. If the initial meeting does not resolve the problem, the Superintendent/designee shall implement interventions that best address the problem including but not limited to:

1. Frequent communication between the teacher and the family;
2. Changes in the learning environment;
3. Mentoring;
4. Student counseling;
5. Tutoring, including peer tutoring;
6. Placement into different classes;
7. Evaluation for alternative education programs;
8. Attendance contracts;
9. Referral to other agencies for family services; and
10. Other interventions including but not limited to referral to the school attendance coordinator, student assistance team, or dropout prevention committee. Failure of the student or the student's parent(s) to appear at scheduled meetings does not preclude school administrators from implementing a plan to address a student's truancy.

As part of correcting the problem informally, the Superintendent/designee shall require the student and his/her parent(s) to attend one or more meetings with the student's teacher or other school personnel designated by the Superintendent. The purpose of the meeting(s) is to reinforce the plan referenced in paragraph A or to develop an alternative plan. Such meetings may involve others including but not limited to case managers, therapeutic treatment providers, and representatives of the Department of Human Services, the Department of Behavioral and Developmental Services, and the Department of Corrections. The Superintendent/designee shall schedule the meeting(s) at mutually convenient times.

If the Superintendent/designee is unable to correct the student's truancy, the Superintendent/designee shall serve or cause to be served upon the parent(s) in-hand or by registered mail a written notice that the student's attendance is required by law. The notice shall:

1. State that the student is required to attend school pursuant to 20-A MRSA §5001-A (the compulsory attendance law);
2. Explain the

parent's right to inspect the student's attendance records, attendance coordinator's reports, and principal's reports; 3. Explain that the failure to send the student to school and maintain the student in regular attendance is a civil violation in accordance with 20-A MRSA § 5053-A and explain the possible penalties: NOTE: The penalties are described in 20-A MRSA §5053-A and include a minimum \$250.00 fine (an increase from \$25.00); the court may also order a parent to take specific action to ensure the student's attendance including compliance with the plan developed in accordance with paragraph A of this policy, participation in a parent-training class, attending school with the child, community service hours at the school, or participation in counseling or other services as appropriate. All or part of the fine may be suspended upon the parent's compliance with a court order.] 4. State that the Superintendent/designee may notify local law enforcement authorities of a violation of the habitual truancy statute and the Department of Health and Human Services (DHHS) as provided by 20-A MRSA § 5051-A(C)(the notice provision); and [NOTE: The definition of "child abuse and neglect" now includes "failure to ensure compliance with school attendance requirements (in regard to students from age 7 up to completion of sixth grade) under 20-A MRSA §3272(2)(B) (the truancy law as applied to students in unorganized territories) or §5051-A(1)(C) (notice to parents of habitual truants under the attendance statute) by a person responsible for the child." Similarly, the definition of "jeopardy to health or welfare" or "jeopardy" has been expanded to mean "serious abuse or neglect as evidenced by... deprivation of adequate food, clothing, shelter, supervision or care or education when the child is at least 7 year of age and has not completed grade 6." See 22-MRSA §4002 for these definitions. The "mandatory reporting" statute is 22 MRSA § 4011-A.] 5. Outline the plan developed to address the student's habitual truancy and the steps that have been taken to implement that plan.

D. Prior to notifying local law enforcement authorities, the Superintendent/designee shall schedule at least one meeting as required by law and paragraph B of this policy and may invite a local prosecutor. E. If after three school days after the service of the notice described in paragraph Co of this policy the student remains truant and the parent(s) and student refuse to attend the meeting referred to in paragraph D, the Superintendent/designee shall report the facts of the unlawful absence to local law enforcement authorities. F. When a student is determined to be habitually truant and in violation of the compulsory attendance law and the Superintendent/designee has made a good faith attempt to meet the requirements of paragraph B of this policy, the Superintendent/designee shall notify the MSAD #11 Board and local law enforcement authorities of the truancy. After this notification, a local law enforcement officer who sees the truant student may transport the student to the appropriate school if the truant student is off school grounds during school hours and not under the supervision of school personnel. The Superintendent shall submit an annual report regarding habitual truancy to the Commissioner by October 1. The report must identify the number of habitual truants in the school administrative district in the preceding school year; describe the school district's efforts to deal with habitual truancy; account for actions brought to enforce the habitual truancy law; and include any other information on truancy requested by the Commissioner.

Video Cameras On Transportation Vehicles

The MSAD #11 Board recognizes the school district's continuing responsibility to maintain order on school transportation vehicles to ensure the safety of staff and students. After carefully balancing the need for discipline and safety with students' interests in privacy, the MSAD #11 Board supports the use of video cameras on school transportation vehicles. In an effort to reduce student behavior violations, the cameras may be used to monitor student behavior during transport to and from school and extracurricular activities. When the resulting videotapes are used as a basis for discipline, parents/guardians will be notified and given the opportunity to view the portion of the tape pertaining to the alleged violation. Students in violation of school discipline/conduct codes shall be dealt with in accordance with established MSAD #11 Board policy, administrative regulations, and established school practices.

Notice of use of video cameras for disciplinary purposes in school transportation vehicles will be provided all students, parents and staff in appropriate handbooks on an annual basis. Moreover, notice that video observation may take place will be posted in each transportation vehicle. Any recording used in a disciplinary proceeding may be retained as part of a student's disciplinary record; being disposed of as other such documentation except when special circumstances warrant longer retention. In regard to such video recordings, the school system will comply with all applicable provisions of state and federal law concerning student records. The Superintendent will be responsible for the development of regulations regarding review of video recordings made on school transportation vehicles. Such procedures will provide a process for review when significant violations of the student discipline/conduct code occur. Procedures will also address the retention of video tapes, the security of video cameras and recordings, specifying the school official(s) to be responsible for purchase, installation, maintenance, and replacement of equipment, scheduling and placement of cameras on transportation vehicles, requests for viewing and any necessary follow-up.

Video Cameras On School Premises

The MSAD #11 Board recognizes the school district's continuing responsibility to maintain order in the schools and to ensure the safety of staff and students. This is particularly true after school hours, late evenings and weekends when there is diminished supervision of the facilities. After carefully balancing the need for discipline, safety, and security with students' interests in privacy, the MSAD #11 Board supports the limited use of video cameras to monitor activity in the halls, lobbies and external areas adjacent to the buildings. A video monitor may be used in the office area to improve the supervision of the areas mentioned above. Occasionally it may be necessary to videotape inappropriate behavior. When the resulting videotapes are used as a basis for discipline, parents/guardians will be notified and given the opportunity to view the tape of their child. Students in violation of school discipline/conduct codes shall be dealt with in accordance with established MSAD #11 Board policy, administrative procedures, and

established school practices. In the event that the behavior is unlawful (i.e. weekend breaking and entering) appropriate law enforcement may be called, and the videotape will be share with them. Notice of use of video cameras in the school will be provided all students, parents and staff in appropriate handbooks on an annual basis. Moreover, notice that video observation may take place will be posted in any school using such equipment. Any recording used in a disciplinary proceeding may be retained as part of a student's disciplinary record; being disposed of as other such documentation except when special circumstances warrant longer retention. In regard to such video recordings the school system will comply with all applicable provisions of state and federal law concerning student records. The Superintendent will be responsible for the development of regulations regarding review of video recordings made on school premises. Such regulations will provide for procedures for review when significant violations of the student conduct code occur. Regulations will also address the retention of video tapes, the security of video cameras and recordings, specifying the school official(s) to be responsible for purchase, installation, maintenance, and replacement of equipment, scheduling and placement of cameras requests for viewing, and any necessary follow-up.

Weapons, Violence And School Safety (File: JICIA)

The 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 expectations, and applicable state and federal laws. School staff is required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action. In an effort to provide a safe environment for students and employees, all persons with the exception of law enforcement personnel are prohibited from the following conduct at all times on school premises, in any school vehicle, at any school-sponsored activity, or at any time or place if the conduct has an adverse effect on the discipline or welfare of the schools:

A. Possession or use of articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples of such articles include, but are not limited to: firearms, pellet guns, ammunition, explosives, knuckles, switchblades, butterfly knives, chains, clubs, stars, and Kung Fu "stars."

B. Use of any object, although not necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce or harass. Examples of such objects include, but are not limited to: belts, other articles of clothing, combs, pencils, files, compasses, scissors, and replicas of weapons (including some toys).

C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g. verbal or written death threats, threats of bodily harm, bomb threats);

D. Using the mail or other manner of delivery as a vehicle to directly or indirectly communicate threats either through what is written or what is contained in the envelope or package, including powders or other substances that could be construed as dangerous or potentially life-threatening;

E. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;

Any activities associated with gangs or secret societies, including but not limited to using slogans, gestures, handshakes or symbols that indicate membership or affiliation with a gang; promoting gang activity or affiliation (e.g. soliciting others for membership, requesting any person to pay for protection by a gang or otherwise intimidating or threatening other persons); engaging in gang fights or assaults; defacing property with gang symbols and/or graffiti; and wearing or displaying gang-related clothing and/or insignia:

A "gang" is defined as an association or group of individuals, whether formal or informal, which identifies itself through the use of a name, unique appearance or language, identifying sign or symbol, the claiming of geographical territory or the espousing of a distinctive belief system that can lead to criminal or violent activity, and whose members individually or collectively engage in or have engaged in a pattern of criminal or violent activity.

A. Willful and malicious damage to school or personal property;

B. Stealing or attempting to steal school or personal property;

C. Lewd, indecent or obscene acts or expressions of any kind;

D. Violations of the school unit's drug/alcohol and tobacco policies;

E. Violations of state or federal laws, or any other Board policies, including the hazing and dress code policies;

F. Any other conduct that may be harmful to persons or property.

Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRS- 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRS- 1001(9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs. Students who are found to have brought a firearm to school (as defined by federal law) shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-base basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent. Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF.

Administrative Implementation Procedures

A. Administrators will confiscate any article described in this policy and, if appropriate, submit it to the appropriate law enforcement agency. B. Principals may authorize inspections of student vehicles, clothing, purses bags, backpacks and other personal belongings when there are reasonable grounds to suspect that the inspection will produce evidence this policy has been violated. The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school. The Superintendent is authorized to request psychological evaluation of students who have been identified as posing a substantial risk of violent behavior. If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action. C. A decision to change the placement of a student with a disability shall be made in accordance with the federal Individuals with Disabilities Education Act.

Student Expulsion

- A. Students who violate this policy may be expelled under Title 20-A M.R.S.A. 1001(9), which provides in pertinent part that if found necessary for the peace and usefulness of the school, a school board shall expel any student:
1. Who is deliberately disobedient or deliberately disorderly;
 2. For infractions of violence;
 3. Who possesses on school property a firearm, as defined in Title 17-A M.R.S.A. * 2(12-A) or a dangerous weapon as defined in Title 17-A M.R.S.A. * 2(9) without permission of a school official;
 4. Who, with use of any other dangerous weapon as defined in Title 17-A M.R.S.A. 2(9)(A), intentionally or knowingly causes injury or accompanies use of a weapon with the threat to cause injury.
- B. Additionally, as required by 20-A M.R.S.A. 1001(9-A) and the federal Gun-Free School Zones Act of 1994, students who are found to have brought a firearm, as defined in 18 U.S.C.A. 921 et seq., to school shall be expelled by the school board for a period of not less than one year and referred to the appropriate local law enforcement agency. As further authorized by those statutes, the superintendent may exercise his/her decision to modify this expulsion requirement on a case-by- case basis.

Role Of The School Staff

School personnel will take such action as may in their judgment be appropriate to secure the health and safety of students during any altercation involving violence and/or use of a weapon. Incidents are to be reported immediately to an administrator.

Alternative Conflict Resolution

To reduce potential violence in the schools, the superintendent will be responsible for developing procedures for implementing programs of information, prevention and intervention in violent circumstances. This may be accomplished through peer mediation, counseling, parent involvement, services of community agencies or other activities suitable to the school unit.

Exceptions To Prohibition Of Firearms On School Property

In accordance with state law, the only exceptions to the prohibition of firearms on school property are:

Drill Team replica rifles (solid bore replicas incapable of firing) used for supervised educational programs (such as JROTC), which has been pre-approved by the Superintendent. The Superintendent will evaluate requests for education programs involved replicas on a case-by-case basis.

Withdrawal Procedure

1. The counselor should fill out the withdrawal form.
2. The student obtains signatures from the librarian, classroom teachers, and an assistant principal/designee.
3. Parent contact is made either by phone or in writing.
4. The student returns the form to the guidance counselor.

NOTE: If a student is under seventeen (17) years of age, there must be a parental signature on the form.

Administration will inform the guidance staff when attendance becomes an issue. It is the guidance counselor's responsibility to contact the home in order to attempt to get the student to return to school. If unable to make contact by phone, the counselor should mail a letter stating that student shall be withdrawn.

Work Release

A student qualifies for work release if:

1. Employed and requests to leave school early.
2. Obtains a work release form from their guidance counselor and returns it with the appropriate signatures.
3. Completes the add/drop process.
4. Must be passing all subjects each quarter.

Students who violate the procedures of the work release program will lose his/her privilege. Students will be assigned to a class/study hall and proper disciplinary action will be administered. Returning to school without permission, after being released, will result in a loss of the privilege.

SCHOOL SONG

“Gardiner High School”

(Tune: “On Wisconsin”)

Gardiner High School, Gardiner High School

May we ever stand

Honest, faithful, and courageous

Loyal to our Land;

Gardiner High School, Gardiner High School

We shall all be true

To the ideals you teach us

Through and through

Gardiner High School, Gardiner High School

We will do our best

To make with your wondrous spirit

Stand above the rest;

Gardiner High School, Gardiner High School

We shall always hold

Memories of our days here

More bright than gold

Gardiner High School, Gardiner High School

Thoughts will come to thee

Whether we are near or far

Upon the land or sea;

Gardiner High School, Gardiner High School

May we always find

Praise, glory, honor earned.