



"At Noble High School, we believe all students can learn when provided with a rigorous and personalized education. We use transparent and democratic practices to foster a community of learners that values trust, decency, and equity for all. By creating authentic opportunities for collaboration, performance, and meaningful work, we seek to prepare students through mastery of skills and knowledge so they may participate capably and responsibly in society."

**Noble High School and Noble Eight
2024-2025 Student and Athletic Handbook**

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Purpose of this handbook: This document is designed as a quick reference for Noble High School students/parents; it is not intended to be comprehensive. You may find additional helpful information on the Noble High School Website, the M.S.A.D. 60 School Board Policy Manual, other documents available from the M.S.A.D. 60 District Office, and the Office of the Principal.

Note: If there is a conflict between the items in this handbook and the M.S.A.D. 60 School Board Policy, the M.S.A.D. 60 School Board Policy will govern.

I. INTRODUCTION

Noble High School Core Values And Beliefs

"At Noble High School, we believe all students can learn when provided with a rigorous and personalized education. We use transparent and democratic practices to foster a community of learners that values trust, decency, and equity for all. By creating authentic opportunities for collaboration, performance, and meaningful work, we seek to prepare students through mastery of skills and knowledge so they may participate capably and responsibly in society."

MSAD 60 Commitment Statement

We remain steadfast in our commitment to the success of ALL MSAD #60 students. As a district, it is imperative we examine our role in addressing inequities. Our district-wide Diversity, Equity, and Inclusion (DEI) framework ensures the ongoing application of an equity and inclusivity lens in all district aspects. This essential work positions equity and inclusivity as the foundation to further the goals of our school district and lead to enduring sustainable change.

Noble High School Vision of a Graduate Expectations

Noble High School holds the following Vision of a Graduate Expectations for all students. Most of these expectations are assessed through the use of [school-wide rubrics](#).

ACADEMIC EXPECTATIONS:

A1. Effective Communication: Communicates clearly and effectively in a variety of formats

- i. Written Communication
- ii. Presentations

A2. Critical Thinking: Creatively and accurately applies content knowledge and critical thinking skills to solve novel problems

A3. Research: Uses books, other library resources, interviews, and technology effectively to perform research; Integrates and applies information across disciplines;

A4. Work Habits: Demonstrates that they are a self-directed learner by completing work on time and maintaining an effective organizational system.

SOCIAL EXPECTATIONS:

S1. Collaboration: Interacts, collaborates, and communicates effectively with others.

S2. Social Responsibility and Awareness: Manages personal behavior effectively with consideration for the community.

CIVIC EXPECTATIONS:

C1. Informed Citizenship: Exemplifies the characteristics of an informed voter by demonstrating an understanding of governmental processes, global issues, the challenges and opportunities associated with diversity, and the impact of personal actions in the broader community.

II. SCHOOL INFORMATION

Phone Numbers

Front Office	676-2843
Principal Dufort	676-3217
Assistant Principal Kearney, Grades 11-12	676-3217
Assistant Principal Ivey, Grades 9-10	676-8635
Assistant Principal Winslow, Grade 8 and Multiple Pathways	676-8635
Counseling Department	676-2665
Library	676-2653
Health Center	676-2175
Athletic Director	676-2674

Monday, Tuesday, Thursday, Friday Bell Schedule

Warning Bell - 7:38 AM

Block 1 - 7:40 AM - 9:00 AM

Block 2 - 9:05 AM- 10:25 AM

KnightTime - 10:30 AM- 11:15 AM (Announcements - last 2 minutes)

Block 3 - 11:20 AM - 1:00 PM

A Lunch - 11:15 AM - 11:35 AM

B Lunch - 11:40 AM - 12:00 PM

C Lunch - 12:15 PM- 12:35 PM

D Lunch - 12:40 PM - 1:00 PM

Block 4 - 1:05 PM - 2:25 PM

*Warning bells will ring 1 minute before the start of each block - 9:04 AM, 10:29 AM, 11:19 AM, 1:04 PM

Late Start Wednesday Bell Schedule

Warning Bell - 9:38 AM

Block 2 - 9:40 AM - 10:50 AM - *(Announcements - last 2 minutes)*

Block 3 - 10:55 AM - 12:30 PM

A Lunch - 10:50 AM - 11:10 AM

B Lunch - 11:15 AM - 11:35 AM

C Lunch - 11:45 AM - 12:05 AM

D Lunch - 12:10 PM - 12:30 PM

Block 4 - 12:35 PM - 1:45 PM

Block 1 - 1:50 PM - 3:00 PM

*Warning bells will ring 1 minute before the start of each block - 10:54 AM, 12:34 PM, 1:49 PM

1-HOUR DELAY SCHEDULE

Warning Bell - 8:38 AM

Block 1 - 8:40 AM - 9:55 AM

Block 2 - 10:00 AM - 11:15 AM (*Announcements - last 2 minutes*)

Block 3 - 11:20 AM- 1:00 PM

A Lunch - 11:15 AM - 11:35 AM

B Lunch - 11:40 AM - 12:00 PM

C Lunch - 12:15 PM - 12:35 PM

D Lunch - 12:40 PM - 1:00 PM

Block 4 - 1:05 PM - 2:25 PM

*Warning bells will ring 1 minute before the start of each block - 9:59 AM, 11:19 AM, 1:04 PM

2-HOUR DELAY SCHEDULE

Warning Bell - 9:38 AM

Block 2 - 9:40 AM - 10:39 AM (*Announcements - last 2 minutes*)

Block 3 - 10:44 AM - 12:19 PM (*This block is longer to accommodate lunch times*)

A Lunch - 10:39 AM - 10:59 AM

B Lunch - 11:04 AM - 11:24 AM

C Lunch - 11:34 AM - 11:54 AM

D Lunch - 11:59 AM - 12:19 PM

Block 4 - 12:24 PM - 1:22 PM

Block 1 - 1:27 PM - 2:25 PM

*Warning bells will ring 1 minute before the start of each block - 10:43 AM, 12:23 PM, 1:26 PM

PEP RALLY SCHEDULE

Warning Bell - 7:38 AM

Block 1 - 7:40 AM- 9:00 AM

Block 2 - 9:05 AM - 10:25 AM (*Announcements - last 2 minutes*)

Block 3 - 10:30 AM - 12:15 PM

A Lunch - 10:25 AM - 10:50 AM

B Lunch - 10:55 AM - 11:15 AM

C Lunch - 11:30 AM - 11:50 AM

D Lunch - 11:55 AM - 12:15 PM

Block 4 - 12:20 PM - 1:40 PM

8th - 12th - Assembly - 1:50 PM - 2:25 PM

*Warning bells will ring 1 minute before the start of each block - 9:04 AM, 10:29 AM, 12:19 PM

Building and Office Hours:

Noble High School is open to students at 7:00 A.M. All students and visitors **must enter through the front door**. All visitors must report to the main office. Classrooms open at 7:30 A.M. Our secretaries are available to take calls from 7:00 A.M. to 3:00 P.M. Students may remain after school for activities and teacher assistance with schoolwork.

Closed Circuit Cameras: The MSAD 60 Board of Directors recognizes its duty to provide for the safety and security of its students and staff. To that end, the Board authorizes the use of closed-circuit cameras on school buses, on school grounds, and in areas of common use within buildings. Common use areas include but may not be limited to parking lots, school entrances, hallways, cafeterias, libraries, pods, and gymnasiums. Student violations of Board policies/procedures and school rules viewed or recorded on closed-circuit cameras shall be addressed per the applicable Board policies or school rules. In addition, evidence of illegal activities may be referred to law enforcement authorities. The Board also acknowledges its responsibility to balance privacy rights with its duty to provide a safe place for learning and safeguard the District's property. Closed-circuit cameras will be used in a manner that respects an individual's privacy as required by applicable law.

Procedures for the use of Closed Circuit Cameras*Student Records:*

MSAD 60 will comply with provisions of federal and state law regarding student records requirements. Recordings considered for retention as part of a student's education record will be maintained in accordance with established student record procedures and applicable law. Annual notification will be provided to students and parents that closed-circuit cameras are operational in student handbooks. In addition, notice that closed-circuit cameras may be in use will also be posted in each building where cameras are located.

Storage and Security:

1. All recordings will be stored in a secure location to ensure confidentiality.
2. Recordings that are not needed for an ongoing investigation will be erased on a regular basis.
3. Recordings pertinent to the resolution of disciplinary action will be maintained in their original form pending resolution. If disciplinary action is not taken, the recordings will be erased. If disciplinary action is taken, the recordings will be retained as part of the student's education records per established procedures.

Camera Monitoring and Viewing of Recordings:

1. The school and district administrators, the school resource officer, and personnel responsible for camera maintenance may monitor cameras and recordings at any time.
2. When the MSAD #60 Crisis Response Plan is implemented, the Superintendent may grant permission for public safety personnel to monitor the cameras.
3. School and district administrators are authorized to view video recordings. Other school personnel may be authorized to view recordings by the Superintendent or a school administrator if there is a legitimate educational reason for doing so.
4. The school resource officer may view video recordings as necessary in the performance of their duties.
5. A written log will be maintained of those viewing recordings, including the date of viewing, reasons for viewing, the date recording was made, and camera location.

Viewing Requests by Parents/Guardians:

1. Parents/guardians or eligible students (18 years or older) may request to view portions of video recordings used as a basis for disciplinary action against that student.
2. An appropriate time will be scheduled for the parent/guardian or the student to view the relevant portion(s) of the video recording in the presence of a school administrator.
3. Requests to view video recordings may not be granted for purposes of the Family Educational and Privacy Act (FERPA).

Food Service: Students have access to a nutritious breakfast or lunch in the Noble High School cafeteria. The cost is as follows:

Breakfast	No Charge
Free and Reduced	No Charge
Lunch	No Charge
8 oz. milk	\$0.50

One reimbursable meal will be served at no charge per meal service time (breakfast and lunch). We will not communicate to the student, per the law, any information regarding the balance on their account unless the child asks explicitly. A student will not be allowed to purchase any a la carte items that do not contribute to a reimbursable meal if there are insufficient funds on a student's account. We will not refuse a meal to a child unless we have written documentation from a parent specifically requesting that no meals be served to their child. The parent is responsible for any charges to their child's account. Parents can access their child's meal activity at www.myschoolbucks.com. Money can be deposited safely onto a student's account through Myschoolbucks. Cash and checks are also accepted when sent with the student to the cafeteria. Please include your child's name on any form of payment to ensure an accurate deposit.

Students must eat lunch in the cafeteria, the upper mezzanine, or Town Square. Students may eat in their pods only with the prior approval and supervision of school staff.

Lockers: All students are assigned a school locker if requested. These lockers are the property of Noble High School and may be opened and inspected by school officials for health, safety, or reasonable suspicion of the presence of a prohibited or stolen article or substance. Please see Board policy, JIH, on Student Searches ([Please click here](#)) and policy, JIH-E, a Student Search Checklist ([Please click here](#)). Random searches may be conducted with the use of dogs trained to locate prohibited substances.

Lost Items: The school is not responsible for lost items. Students should lock any valuables in their school-issued locker.

Medication Policy: The M.S.A.D #60 Board of Directors acknowledges that it may be necessary for a student to have medication administered while at school in certain instances. Although the Board discourages the administration of medication on school premises when other options exist, it shall not deny educational opportunities to students requiring medication administration to participate in the school program when there are no alternatives.

Parent/Legal Guardian Written Request

If no alternative exists, the parent/legal guardian may request in writing that medication be administered to the student during the school day. Such a written request shall provide an acknowledgment and agreement that unlicensed personnel may administer the medication as per the health care provider's instructions. In addition, such a request shall indicate that information regarding the student's medication may be shared with appropriate school personnel. If the medication is to be given for more than 15 days, a written order from the prescribing health care provider is required. Short-term medications (15 days or less) must be presented in the original container and may be given or withheld at the school nurse's discretion.

Health Care Provider's Order

Parental requests for medications to be administered in school for more than 15 days must be accompanied by a written order from the student's health care provider or dentist licensed to prescribe medication. The order must substantiate that administration during the school day is necessary for the student's health and school attendance and should include:

1. Name of the child
2. Name of the medication
3. Dosage
4. Timing of administration
5. Special instructions for medication that can be self-administered by the student
6. Possible known side effects and action to follow
7. The termination date of the medication

Administration of Medication

M.S.A.D #60 retains the discretion to reject any request for the administration of medication. Students shall not be permitted to carry and self-administer any medication at school except under special circumstances as ordered by the health care provider or dentist and approved by the parent, school nurse, principal, or other designated school official.

Unlicensed Personnel

Trained unlicensed personnel (per the Maine School Health Manual and Medication Policy) may administer daily scheduled medication as well as *pro re nata* (PRN.) or "as needed" medications ordered by the student's own health care provider. Only licensed medical personnel may apply for the standing order from the M.S.A.D #60 physician for Acetaminophen or Ibuprofen with parental consent after assessing the student.

Any medication, including all over-the-counter medications, is included in this policy. When medication during the school day is necessary, it will be administered following the Board policy, JLCD, Administering Medication to Students Policy ([Please click here](#)). We will follow the following provisions: The parent/legal guardian or other designated adult shall deliver all medication to the school in the original container. Medication must be presented in the original container. Students are prohibited from possessing any prescription on school property (See Substance Abuse Policy for disciplinary consequences). Only a limited, necessary supply may be kept at school. The parent/legal guardian must make arrangements for the removal of medication no longer required. It is the responsibility of the parents to notify the school nurse of any changes or discontinuation of the prescribed medication. All medication not removed by the parent at the end of the school year shall be disposed of according to state law. All medication will be maintained and secured by the school nurse, principal, or other designated school official. Documentation of the medication must include each instance of administration to include the date, time, and dose administered. The written order and parent request will be kept on file as designated by the individual school nurse.

Any of the following changes will require a new written request by the parent and new clinician order:

- Information on the original health care provider order
- Change of health care provider
- New procedure unique to the medication administered
- A change in the condition of the child
- Any other change in the medication dosage
- Within legal limitations, staff members may be provided with information regarding medication and administration on a "need to know" basis for the student's safety and education. Medications will be administered on field trips following the *Maine School Health Field Trip Policy and the Policy for Medication Administration by Unlicensed Personnel*. The principal and school medical personnel will monitor policy compliance and administrative procedures, including on buses, bus stops, or school-sponsored events.

Students with symptoms of fever/vomiting/diarrhea:

Students need to stay at home when they are ill. Any student with a fever of 100 degrees or greater, vomiting, and/or diarrhea needs to stay home until they have been without any of the above symptoms for a FULL 24 hours. Students need to stay home until they have been fever-free for a FULL 24 hours without the use of fever-reducing medications such as Tylenol and/or Motrin. Any student starting on an antibiotic for a contagious illness needs to remain at home until they have been on the prescribed medication for 24 hours.

Parent-Teacher Conferences: Parents/guardians and students will be notified of the parent-teacher conference schedule. Parents/guardians are encouraged to attend these conferences to understand their student's academic and behavioral standing. If parents cannot schedule a conference during the regular conference times, they may contact their child's teacher or team to schedule a meeting on an alternate date.

Posters: Please bring all posters and flyers to the Administrative Office for approval before posting. All posters, flyers, and student work must be posted on designated Noble Information boards only; these items should not be posted directly to walls.

Progress Reports and Reports cards: Progress reports are issued twice a semester; report cards are issued twice a year.

Residency: Noble High School shall admit students who live with parents or guardians who legally reside within the district. Adequate proof of residence is required. We reserve the right to verify residency through appropriate means for any enrolled student or family applying for enrollment. Board policy JFAA addresses residency ([Please click here](#)).

"Residence" means bona fide residence (one's actual residence maintained in good faith) and does not include a temporary or superficial residence established for the purpose of free school attendance in this system. It shall be considered a place where important family activities occur--the place where the family eats, sleeps, relaxes, and recreates. While an individual can maintain the property and pay taxes in more than one location or community, for purposes of student eligibility for school attendance, "residence" shall mean where the custodial parent maintains a home and where the student eats the majority of their meals, sleeps the majority of evenings, and has the majority of their possessions.

Guardianship shall be substantiated by a copy of a court order or probated through the appointment of a resident as guardian for the student. No student shall be accepted for enrollment or allowed to continue in enrollment without legal documentation.

Students who move outside the M.S.A.D. 60 School District must notify the Counseling Office within 24 hours of that move.

School Insurance: School accident insurance is available to all students. Information is distributed to students at the beginning of the school year.

Senior Privileges:

Late Arrival

Qualified seniors in **good standing*** have the privilege to arrive late if they have a first block tutorial. To be eligible for this senior privilege, seniors must fulfill the following obligations:

1. **Remain in good standing:** A senior in good standing must be **passing all classes** required for graduation on their last report card or progress report AND have **passing Work Habits grades** in all classes required for graduation on their last report card or progress report.
2. Be on track for graduation, including completion of all student-led conferences.
3. Paid all library bills and submitted all office forms.
4. Completed all Main Office forms.
5. Maintained an exemplary behavioral and attendance record.
6. Obtained parental permission.
7. Students must have turned in signed Senior Late Arrival Parental Permission form.

Upon completion of these obligations, counselors will remove seniors from their first block tutorial. Seniors with senior privileges must abide by the following rules to maintain their senior privileges:

- Seniors must be on time for Block 2.
- Seniors must maintain good attendance.
- Seniors must attend KnightTime everyday
- Seniors must check into the main office upon arrival.
- Seniors who enter before the passing time for Block 2 must report to the cafeteria.

***A senior in good standing must be passing all classes required for graduation on their last report card or progress report and have passing Work Habits grades in all classes required for graduation on their last report card or progress report.**

Early Release

Qualified seniors in **good standing*** have the privilege to leave school after the completion of scheduled classes for the day. To be eligible for this senior privilege, seniors must fulfill the following obligations:

1. **Remain in good standing:** A senior in good standing must be **passing all classes** required for graduation on their last report card or progress report AND have **passing Work Habits grades** in all classes required for graduation on their last report card or progress report.
2. The student must have met with their Senior Project teacher or their counselor to verify the successful completion of their Round Table student-led conferences.
3. The student must have met with their School Counselor for a credit update.
4. The student must have submitted their emergency card and proof of residency form to the main office.
5. The student must have met with the librarian to verify bills are paid.
6. Maintain an exemplary behavioral and attendance record.
7. The student must have submitted in their signed Senior Privileges Release form.

Upon completion of these obligations, counselors will remove seniors from their first block tutorial. Seniors with senior privileges must abide by the following rules to maintain their senior privileges:

- Seniors must be on time to school.
- Senior must maintain good attendance.
- Seniors must attend KnightTime every day.
- Seniors must check into the main office upon departure.

***A senior in good standing must be passing all classes required for graduation on their last report card or progress report and have passing Work Habits grades in all classes required for graduation on their last report card or progress report.**

State Testing: The Maine Department of Education requires that all grade 8, grade 10, and third-year high school students take the **Maine State Assessment**. The state and federal governments use these test results to determine our school and student success and progress. Completion of required state testing is a graduation requirement.

Student Information System (Infinite Campus): Parents can track student progress using our student information system called Infinite Campus. This program contains attendance information as well as current grades and assignments. To request a login ID and password, contact Traci.Pierpont@msasd60.org.

Student Pictures/Student Identification: Professional photographers take student pictures for student identification cards in September. Students who miss having their pictures taken on picture day or enroll during the school year must have their photos taken in the School Counseling Office. Students who lose their student ID may purchase a new one for \$5.00.

Study Halls/Tutorials: Tutorials are designed to afford students time to complete homework assignments, go to the library, meet with teachers for individual help, or study quietly individually or in small groups. Students are expected to use this time productively and not distract others. This does not mean that students may not talk; group studying is encouraged as long as it does not bother other students. Students must remain in their tutorial/study halls but may leave with a pre-signed pass to work in the library or with a specific staff member for academic purposes. Students may not be issued passes to join unassigned tutorials/classes/classrooms.

Team Change Requests: At the onset of each school year, the Counseling and Technology Departments work very hard to balance teams and academies. To establish this balance, they consider academic ability, the total number of students, the number of special education students, the number of students from each town, the number of EXCEL students, gender, socioeconomic status, and a variety of other factors. Because of the inordinate amount of time and effort required to balance teams and to develop schedules that meet the needs of the greatest number of students, we cannot honor student or parent requests for specific team/academy assignments. If a student has a legitimate, documented reason for opting off a team/academy, we may make a change if an opening occurs on another team. Any request for team changes must be submitted to the Principal in writing with supporting documentation. Team, course, and class placement and changes are building-based decisions.

III. CONDUCT

MSAD #60 K-12 STUDENT CODE OF CONDUCT

This document sets forth standards for ethical and responsible behavior for all students and adults, including visitors and parents, in MSAD #60 schools and programs. The Student Code of Conduct describes the values and behaviors that are reflected in the MSAD #60 Vision Statement: *Inspired Learners - Empowered Citizens*.

“We empower all students to develop an enthusiasm for learning, foster confidence through successes and failures, provide service to others, and achieve their personal, social, and academic best, leading to fulfilling and engaged lives for all.”

The following Core Principles define our expectations for student behavior and provide the framework for a safe, orderly, and respectful learning environment. School transportation will be considered an extension of the classroom. These standards will apply to transportation as they apply for all school, academic, sporting, and extracurricular functions.

We expect students to be Safe, Respectful, Honest, Responsible, and Cooperative, school-citizens.

CORE PRINCIPLES

SAFETY

- My words and actions create a safe environment for myself and others.

RESPECT

- My words and actions show respect for myself and others.
- My words and actions show tolerance for people whose appearance, beliefs, and values are different from mine.
- My words and actions show that I can manage my emotions and actions with respect to myself and others.
- My words and actions show that I treat others the way they would like to be treated.
- My words and actions show that I strike a balance between my own needs and desires and those of the community.
- My words and actions show empathy for others.
- My words and actions show respect for property.

HONESTY

- My words and actions represent the truth with kindness and respect.
- My words and actions show that I build trust through positive interactions with others.
- My words and actions represent integrity.

RESPONSIBILITY

- My words and actions show that I take care of myself.
- My words and actions show that I participate fully in my learning.
- My words and actions show that I persevere when work is challenging.
- My words and actions show that I am a competent problem solver.
- My words and actions show independence, initiative, and/or leadership skills to make good choices.
- My words and actions show that I follow through on commitments with confidence.
- My words and actions show that I acknowledge when I've made a mistake.

COOPERATION

- My words and actions help all people feel welcome and accepted.
- My words and actions show that I listen to all sides
- My words and actions show that I encourage sharing and positive communication.
- My words and actions show that I approach all situations with a helpful attitude and an open mind.
- My words and actions show that I resolve conflict using compromise, flexibility, and a “team player” attitude.

Noble High School Community Expectations: The Noble High School student body has set the following community expectations based on the types of attitudes and beliefs that they would like to see on a daily basis in our building:

1. We will act and speak in ways that support and help others;
2. We will treat the differences of others with respect and an aim to understand;
3. We will be active participants in our learning;
4. We will respect ourselves, others, and our shared spaces;
5. We will persevere through challenges and use them as opportunities for growth.

RESTORATIVE PRACTICE:

MSAD #60 has been working with the University of Maine Peace & Reconciliation Studies Program and the Restorative Justice Institute of Maine to incorporate restorative practices into our schools. “The Restorative Approach emphasizes the importance of creating a positive, healthy school climate based on empathy, trust, and respect, to keep students engaged and connected to school, peers, and teachers. Educators use various restorative practices as a proactive and preventative way of reducing conflict, bullying, and aggressive behaviors in schools within this approach. Additionally, restorative rather than punitive approaches to discipline deal more effectively with student misbehavior by encouraging students to be accountable for their actions and find ways to ‘make things right’ with those they have harmed. Addressing wrongdoing restoratively empowers students by helping them to learn from their mistakes and change their behavior in a school environment that is caring and responsive. Restorative practices are proving successful in schools across the country and in many Maine schools. This approach helps create safe schools where all members of the community are accountable for their actions, resolve conflicts, create positive relationships, and build an inclusive, respectful school culture”.²

In an environment where over 1300 people come together every day, we must treat both property and each other with respect. We believe each member of the Noble community must take responsibility for their actions. We also believe everyone must respect the boundaries established by the community and outlined in this Student Handbook. We expect students representing Noble at other schools or state-sponsored events to follow the same behavioral expectations as they do at Noble High School. Students who do not follow our behavioral expectations will be subject to our school’s disciplinary consequences. Please remember that when you attend a school-related event, you are always representing Noble High School. Students exhibiting unacceptable behaviors are subject to disciplinary consequences.

Civility Policy Code – M.S.A.D. 60: It is the intent of the school board to promote mutual respect, civility, and orderly conduct among district employees, parents, and the public. It is not the intent of the school board to deprive any person of their right to freedom of expression. To the greatest extent reasonably possible, this policy intends to maintain a safe, harassment-free environment for teachers, students, administrators, staff, parents, and other members of the community. The school board encourages positive communication and discourages volatile, hostile, or aggressive communications or actions.

Expected behavior:

- School and District personnel will treat parents and other members of the public with courtesy and respect. Parents and visitors will treat teachers, administrators, and other district employees with courtesy and respect.

Unacceptable/disruptive behavior includes, but is not necessarily limited to:

- Behavior that interferes with or threatens to interfere with the operation of a classroom, an office area, and areas of a school or facility open to parents/guardians and the general public.
- Using loud and/or offensive language, swearing, cursing, or display of temper.
- Threatening to do physical harm to a teacher, school administrator, school employee, or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- Damaging or destroying school or school board property.
- Any other behavior that disrupts the orderly operation of a school, classroom, or any other school board facility.
- Abusive, threatening, or obscene e-mail or voice mail messages.

Parent recourse:

- Any parent who believes they were subject to unacceptable/disruptive behavior on the part of any staff member should bring such conduct to the attention of the staff member’s immediate supervisor.

Authority of school personnel

Authority to direct persons to leave school premises:

Any individual who (1) disrupts or threatens to disrupt school district operations; (2) threatens or attempts to do or does physical harm to school personnel, students, or others lawfully on a school or school controlled function; (3) threatens the health or safety of students, school personnel or others lawfully on a school or school controlled function; (4) intentionally causes damage to the school, school property or property of others lawfully on a school campus or school controlled function; (5) uses loud or offensive language or who, without authorization, comes on a school or other school facility, may be directed to leave the school or school

controlled function by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school or any district-level administrator, including the superintendent of schools. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.

Authority to deal with verbally abusive persons:

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation. If the meeting or conference is on school premises, any employee may request that an administrator or other authorized person direct the speaker to leave the premises promptly. If the person refuses to leave, the director or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

Disciplinary Consequences:

Teacher Detentions

These detentions are treated in the same way as administrative detentions assigned by the office, and failure to serve these will be referred to the administration.

Restitution*

Students who violate the code of ethics often damage others', the school, and personal property. The first consequence for students who damage or steal is that they repair any damage done. This may include written letters of apology, repayment of items damaged or stolen, and/or service work.

Administrative Detention*

These are after-school silent study detentions assigned by school administrators. Students must report to the administrative detention room 10 minutes after the end of Block 4

Saturday Detentions*

These are silent study detentions held in the library from 9:00 AM – 11:00 AM on Saturday mornings. Students who fail to attend Saturday detention will be automatically suspended from school on the next school day. Cell phone use is prohibited in this space; cell phones must be turned into the in-school detention monitor or kept within the student's backpack.

In-school Detention/Assisted Study*

These silent study detentions are held during the school day. Students who fail to attend will face additional consequences. Cell phone use is prohibited in this space; cell phones must be turned into the in-school detention monitor.

Out of School Suspension (OSS)*

The principal or his/her designee may suspend a student from school for up to ten days. During the suspension period, the student is not allowed on school grounds. Parents are notified of suspensions and the reasons for the action by a phone call and in writing.

Student Support Teams (SST)*

The SST meets to review ongoing or serious discipline, academic, or attendance issues. The committee attempts to find solutions for student behavior when traditional methods have failed. The SST recommends solutions ranging from behavioral action plans to expulsion from school. Only the School Board can expel students.

Expulsion*

The Board of Directors may expel students upon the recommendation of the principal and superintendent. Students and parents are invited to attend these closed expulsion hearings. Legal counsel may represent students at expulsion hearings. Students who are expelled may no longer attend Noble High School or M.S.A.D #60 Adult Education until they are reinstated by the Board of Directors..

****Administrative Discretion***

Any student who violates school rules will be subject to appropriate consequences assigned by the administration. The consequences may include but are not restricted to detention or suspension. The administration reserves the right to assign more severe penalties according to the nature of the offense or assign a less severe consequence based on their assessment of contributory or mitigating circumstances. Restorative justice practices/protocols may be used to divert punitive consequences, provided that the student follows through with the agreed-upon action plan.

After School Behavior: Students who choose to remain at our school must be under the direct supervision of a staff member. Any student not complying with this practice and/or causing a disturbance will be subject to disciplinary action.

Attendance

Attendance Policy

It is the student's responsibility to come to school every day and to attend all assigned classes. Students are expected to attend all classes, Knight Time, and tutorials/guided tutorials. Excessive absences may result in a student repeating a course or attending summer school to make up the course. **Students who attend less than 80% of the class meetings, whether excused or unexcused, may not receive credit for that class.** Students with excessive absences due to extenuating circumstances may ask for a hearing before the Student Support Team.

Attendance Law

Chapter 211, Subchapter 1 of the **Maine Education and School Statutes** clearly define what constitutes an excusable absence from school. Per Maine law, Noble High School accepts only the following documented reasons for an excused absence from school:

1. A personal illness
 2. An appointment with a health professional that must be made during the regular school day (per Noble High School, a note is required)
 3. Observance of a recognized religious holiday when the observance is required during the regular school day
 4. A family emergency
 5. A planned absence for a personal, legal or educational purpose that has the prior approval of the school
- Planned Absence Form: [\(Please click here\)](#)

Except for the above, the law states that the adult supervising a school-age child "shall cause" the student to attend school. Absence from school for reasons other than those listed above is unexcused and not permitted.

Students who are absent from school must bring a note from a parent or guardian on the next day that they attend school or have a parent or guardian call the attendance secretary. Students who fail to verify their absence (as one of the five reasons listed above) will be charged an **unexcused absence** and assigned a detention.

Any student who misses school due to hospitalization or incarceration must schedule a re-entry meeting with their Administrator and counselor to develop an appropriate support plan. Students who have poor attendance records will be referred to the Student Support Team and may face the consequences such as detention or technology use restrictions.

Attendance Appeal Process

Any student who loses credit for a course(s) under the terms of our attendance procedures may request an appeal if it is made in writing to their administrator no later than five days after the notification of *loss of credit by the teacher*. Unexcused absences may not be appealed. Excused absences may be waived under extraordinary circumstances. Students and their parents must attend an appeal hearing and are asked to provide supporting documentation of the absences. If applicable, the committee may grant a full or partial waiver of days missed with a recommended attendance improvement plan.

Leaving School Without Permission:

Students may not leave the building without prior parental **and** administrative permission. Those who violate this rule are subject to disciplinary action.

Dismissals

Students are not to be dismissed early from school unless they meet one or more of the documented reasons for an excused absence listed above. Students will not be dismissed from school without the permission of their parent(s) or guardian(s).

Please remember that students may not leave and return during the middle of the school day without permission. Students being dismissed must have their parent or guardian call or present a parent note to be dismissed, or it will be considered a class cut. Students must sign out in the main office whenever they are dismissed from school.

Tardy to Class (not including lateness to school)

Students present at the start of the school day and do not report to class promptly will be considered tardy to class. Repeated offenses will result in disciplinary action assigned **by the teacher**.

Tardy To School

Students coming to school late must present a note from a parent or guardian to the main office secretary and obtain a late pass to class. Three (3) unexcused tardies to school will result in disciplinary consequences assigned **by the administration/attendance office**. Repeated offenses will result in additional disciplinary consequences.

Class Cuts

Skipping a class, tutorials, or KnightTime is considered an unexcused absence from that class and will result in disciplinary consequences.

Extra-curricular, Co-curricular and Athletics

Students involved in extracurricular, co-curricular, and athletics are subject to the same rules regarding attendance and academic eligibility and use of tobacco, alcohol, and drugs. Please Athletic Handbook (Section XIII) for details.

Breaking & Entering / Forced Entry / Propping Open a Door or Window: All exterior doors are locked at 7:40 A.M. Any student who jeopardizes the safety of the school by opening a secured interior or exterior door will be subject to disciplinary action. All students must enter through the main entrance when arriving at school.

Building Searches: For health and safety reasons, the M.S.A.D. 60 Board of Directors authorizes the administration, with reasonable suspicion, to search all district schools, including but not limited to cars in school parking lots, students' lockers, desks, bags, and personal items. For more information, please refer to M.S.A.D 60 Policy JIH-R ([Please click here](#)).

Bullying: The M.S.A.D #60 Board of Directors intends to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment conducive to teaching and learning. Bullying is detrimental to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. **Bullying affects not only students who are targets but also those who participate in and witness such behavior.**

The Board also believes that promoting ethical and responsible behavior is an essential part of the school unit's educational purpose. Ethics, responsible behavior, and "character" are important if a student is to leave school as a "responsible and involved citizen" as described in the Guiding Principles of Maine's system of Learning Results. Bullying interferes with the accomplishment of this goal.

Finally, the Board recognizes the well-publicized incidents of violence and threatened violence that has occurred nationally in the past several years. As research suggests a link between bullying and school violence, the Board seeks to avoid such incidents and instead takes a systematic approach to bullying prevention and intervention.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with the student's opportunity to learn, the educational mission of the M.S.A.D #60 schools, and the operation of the schools.

Bullying Prohibited: Bullying, as defined in this policy, is not acceptable conduct in M.S.A.D #60 schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

Bullying Defined: For the purpose of this policy, "bullying" means any physical act or gesture or any verbally, written or electronically communicated expression that a reasonable person should expect would have the effect of:

1. Physically or emotionally harming a student or damaging a student's property;
2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
3. Substantially disrupting the instructional program or the orderly operations of the school; or is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Application of Bullying Policy: This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, on school issued technology, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- C. Blackmail, extortion, demands protection money, or involuntary loans or donations;
- D. Non-verbal threats and/or intimidation such as the use of aggressive or menacing gestures
- E. Stalking;
- F. Blocking access to school property or facilities;
- G. Stealing or hiding books, backpacks, or other possessions;
- H. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or

not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

For the purpose of this policy, bullying does not mean teasing, putdowns, "talking trash", trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with student's opportunity to learn, the instructional program, or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment. The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

Bullying - Delegation of Responsibility - The Superintendent or his designee will be responsible for developing and implementing procedures for:

- A. Student and parent reporting of bullying to staff and school administrators;
- B. Staff reporting of bullying to school administrators;
- C. Review of reports and investigation of bullying incidents;
- D. Intervention with and/or discipline of students who engage in bullying;
- E. Support for students who are victims of bullying;
- F. Training staff and students in bullying prevention; and
- G. Periodic evaluation of bullying prevention, intervention, and training efforts in M.S.A.D #60 schools and reporting to the Board upon request.

Reporting of Bullying: Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Staff should report bullying to the building principal. Acts of reprisal or retaliation against any person who reports an incident of bullying is prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

Responding to Bullying: In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, and/or reports to law enforcement officials.

Dissemination of Bullying Policy: Notice of what constitutes bullying, the Board's prohibition against bullying, and the consequences for students who bully shall be communicated to students and parents through the Student Code of Conduct and Student Handbook.

Card Playing/Non-educational Games/Gambling: Any games not related to a classroom activity such as card playing, gambling, and non-educational games are not allowed during the school day.

Cell Phones and Cameras:

Although students are allowed to have a cell phone in school, cell phones may not be out in classrooms or learning spaces (e.g., pods, Learning Center, library, etc.). When students enter any classroom, they must silence their phone and place their cell phones in a space designated by the classroom teacher. Students may use a cell phone for calls or texting before school, between classes, at lunch, and/or after school. The school is not responsible for the loss of or damage to any student cell phone or other electronic devices. If a parent or student is concerned about the security of any electronic device, please keep these devices in locked student lockers.

A student's phone may be confiscated if used during class, tutorials, the Learning Center, or KnightTime. Any student refusing to relinquish an electronic device upon staff request will be considered insubordinate and will be subject to disciplinary consequences assigned by the administration. Repeated misuse of a cell phone will result in the student being prohibited from having a phone in school.

The use of cameras, including camera phones, is strictly prohibited in locker rooms, restrooms, and classrooms. In other school locations, students are required to obtain permission before photographing any individual.

Any use of cellular telephones and other electronic devices that violates any Board policy, administrative procedure, or school rule is strictly prohibited. This includes but is not limited to violations of the student code of conduct, harassment, and cheating. Students violating these rules will be subject to discipline, which may include:

- a. Exclusion of the device from school for an extended period; b. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.

Computer/Laptop Use: Please see the revised computer use Board policy, IJNDB. ([Please click here](#))

Disrespect Toward Staff: Students are expected to respect each other and all staff members. Any disrespectful behavior by a student directed at a Noble staff member is unacceptable. Students using offensive language, making physical contact, threatening, making inappropriate gestures, or exhibiting any other disrespectful behavior or any other disrespectful act toward a staff member will be subject to consequences at the administrator's discretion.

Disruptive Behavior: Behavior such as throwing objects at another person, spitting at another person, threatening or encouraging others to engage in fights or acts of violence are unacceptable and violators will be subject to disciplinary action.

Distribution of Non-school Materials: It is beneficial to the basic educational mission of the school for students to express their own views concerning a wide variety of topics and issues and share them in an appropriate manner with other students in the school. Students' rights to express their views in the school, however, must be exercised responsibly and with consideration for the special characteristics of the school environment. The school has a duty to ensure students' views are expressed in a manner that is consistent with the basic educational mission of the school.

The following rules shall apply to student distribution of non-school materials on school premises:

A. Distribution Limited to Student-Prepared Materials:

Student expression of their own views in their own words or through the preparation of their own materials can have educational value. Materials that are not prepared by students, however, may not provide such educational benefit, and the schools shall not be used by outside individuals or groups to further their goals through communication with students and/or staff. All materials must meet the guidelines delineated in Section D.

B. Copy for the Principal: A copy of the materials shall be provided to the principal at or before the time distribution is to begin, along with the name of the student or students who are distributing the materials. The principal shall determine whether the materials comply with the guidelines of this policy and shall consult with the Superintendent and legal counsel if necessary. The school's determination that the material complies with the guidelines does not imply approval of its contents by the school, the administrators of the school, the Board of Directors, or the individual reviewing the material submitted. The distributors and authors of the material shall be solely responsible for its contents.

C. Guidelines - Materials distributed on school premises shall not include expressions that:

- are obscene to minors;
- are libelous;
- are pervasively indecent or vulgar, if distributed in the high school or junior high school; contains any indecent or vulgar language, if distributed in the elementary schools;
- advertises any product or service not permitted to minors by law;
- constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence or harassment based on race, religion, ethnic origin, handicap or gender);
- presents a clear and present likelihood that it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause/promote the commission of unlawful acts or violation of Board/school policies/rules;
- expresses religious beliefs or points of view that students would reasonably believe, due to the content or format, to be sponsored, endorsed, or given the official imprimatur by the school; and/or is deemed inappropriate to the age and emotional maturity of students.

D. Time, Place, and Manner of Distribution: Students may distribute materials at any entrance or exit to the school before and after school and in a location in the cafeteria designated by the principal during all lunch periods. Students shall not distribute materials in a manner that disrupts any school activity or blocks or impedes the safe flow of traffic within corridors and entranceways of the school. No students or staff members shall be compelled or coerced to accept any materials. Students who distribute materials shall be responsible for cleaning up materials thrown on the grounds and within school buildings.

E. Compliance with Policy: Violations of this policy may result in disciplinary action.

Dress Code: The following attire is not allowed:

- Any excessively revealing clothing
- Any clothing that portrays a drug, alcohol or tobacco message
- Any clothing that contains sexually suggestive images, words, or vulgar language
- The wearing of sunglasses is not permitted in school
- Any offensive, hateful, alarming or disruptive clothing (e.g. firearms)
- Any clothing/accessory that poses a safety risk (e.g., large pieces of fabric/capes/blankets)

Electronic Devices: For safety reasons the use of portable listening devices in the building is restricted. Staff may direct students to remove earbuds/headphones or confiscate devices if their use creates a safety issue, interferes with instructional time or creates a distraction to the learning environment. Laser pointers or other laser devices are prohibited on school grounds.

False Alarms or Reports: Any false alarms or reports of danger (including the pulling of fire alarms) will result in police involvement, suspension, restitution, and, in some cases, an expulsion hearing.

Field Trip Participation: Field trip participation can be denied if a student's behavior clearly demonstrates that he or she would be a safety risk. To ensure health and safety, prior to field trip departure, the administration may conduct a search of students' personal items.

Fighting and Acts of Violence: Fighting or any act of violence in school, at bus stops, on buses, or at school-sponsored events is prohibited. Students should be aware that self-defense does not include attacking back. Self-defense involves only using enough force to repel an attack. Students who go beyond defending themselves to become mutually combative will be given O.S.S., along with the initiator in the conflict. Students who engage in a fight or who engage in any act of violence toward another person will be subject to suspension.

Harassment: M.S.A.D #60 recognizes the right of each student/adult to perform in an atmosphere which is free of intimidation, ridicule, hostility, and offensiveness. In order to ensure such an atmosphere, it is against the policy of M.S.A.D #60 for employees to engage in harassment of students and for students to harass other students or staff. Please report any issues regarding harassment to school administrators.

In accordance with State and Federal Law, harassment is illegal and addressed in Board policy ACAA ([Please click here](#)). A student shall not harass other students, staff or visitors. Harassment consists of any derogatory or vulgar comments regarding a person's race, color, sex, sexual orientation, religion, age, national origin, physical appearance, handicap, and/or the distribution of written or graphic material having such an effect. **Examples of harassment include, but are not limited to the following:**

- Unwelcome sexual advances, requests for sexual favors, and/or sexual gestures, comments or physical contact
- Threats
- Offensive jokes
- Ridicule, slurs, derogatory actions, or remarks

Obstructing a School Investigation: Keeping our school safe requires cooperation from all. It is a fair expectation that all members of our school community be respectfully honest with each other. When questioned by Noble staff, students are required to be truthful. Failure to be truthful or being deliberately misleading will result in serious disciplinary consequences.

Parking and Driving Privileges at School: Driving and parking on school grounds is a privilege, not a right. Parking registration requires a current and valid inspection sticker, vehicle registration, driver's license, and proof of insurance. Drivers are responsible for behaving appropriately in and around their vehicles. Please note: Vocational students are not allowed to drive to their vocational school site.

Upon reasonable suspicion, Noble High School reserves the right to search any vehicle parked in school parking lots. It is illegal to bring or be in possession of the following: weapons, ammunition, alcohol, illegal drugs and associated paraphernalia, and tobacco/vaping products.

Hunting and hunting-related equipment may NOT be brought onto school grounds nor stored in vehicles in our parking lots at any time.

Driving infractions will result in the temporary or permanent loss of student driving privileges. Violations include, but are not limited to: speeding, reckless driving, excessive engine noise, spinning tires, failure to comply with faculty directions, leaving campus without permission, excessive radio volume, parking irresponsibly, driving non-inspected or non-registered vehicles, driving after suspension, driving while using cell phones or headphones of any kind.

First offense: Loss of driving privileges for 5 school days.
Second offense: Loss of driving privileges for 10 school days.
Third offense: Loss of driving privileges for 30 school days.

Once suspended, students may not enlist a fellow student to drive their vehicle to school for them. Suspension of driving privileges means that the vehicle cannot be on school property – STUDENTS WHO FAIL TO COMPLY WITH THIS REQUEST MAY HAVE THEIR VEHICLE TOWED AT THEIR EXPENSE.

Leaving campus after being officially dismissed from school and transporting a student who has not been officially dismissed will result in the following:

First Offense: The loss of driving privileges for 5 school days.

Second Offense: The loss of driving privileges for 10 school days.

Third Offense: The loss of driving privileges for 30 school days.

If a student leaves campus without being dismissed and transports another student, an additional 10 days loss of driving privileges will be added to the suspension for first and second offenses.

No Parking Areas for Students

Students may not park in the staff parking lot, the visitor parking lot, on the street, on the lawn, in handicap spaces without a handicap tag, or any other place not intended for student parking. Consequences for parking violations:

First Offense: The loss of driving privileges for 5 school days.

Second Offense: The loss of driving privileges for 10 school days.

Third Offense: The loss of driving privileges for 30 school days.

Passes: Students must have a pass signed by a staff member to leave a classroom to go to any other part of the building.

Plagiarism and Academic Cheating: According to the Random House Dictionary, plagiarism is “the unauthorized use or close imitation of the language and thoughts of another and the representation of them as one’s original work.”

Stealing the ideas of others, whether by copying published work without proper citation or by copying from another student is prohibited and will result in disciplinary action.

Plagiarism is one form of cheating. Other forms of cheating include:

- The unauthorized use of notes or other sources during tests, quizzes or other assessments
- Working with other students when not authorized by the teacher
- Copying another student’s work
- The use of technology on tests, quizzes, or assessments when not authorized by the teacher
- Changing answers when correcting work, or falsifying one’s own work in any manner.
- Using AI/assistive/generative technology in ways not prescribed by the teacher.

Students will receive these specific guidelines for plagiarism from their English teachers.

When students choose to plagiarize, they are guilty of the serious offense of academic dishonesty. Plagiarism can take several forms and it is important for students to know the different forms and avoid using them.

Examples of Plagiarism

- A student copies part or all of an assignment from a classmate and passes it in as his/her own work;
- A student uses a paper written by a friend as his/her own;
- A student buys an essay from an online site instead of writing his/her own essay;
- A student writes a research paper and does not cite the majority of his/her sources correctly;
- A student writes a research paper and uses the ideas of others as his/her own without making any effort to cite them;
- A student represents a work of art, a musical composition, or any other creation as his/her own work when it is not true;
- A student uses an online translator to do homework for a World Language class.

In recognition of the importance of academic honesty, Noble High School responds to plagiarism by students firmly and consistently.

GRADE 8 and 9 CONSEQUENCES

If a student is guilty of any of the above examples of plagiarism, the teacher involved will meet with the student to explain the infraction and notify the student’s administrator. The following disciplinary measures will take place.

First Offense:

The student receives a zero for the plagiarized assignment until it is made up to a Basic level.

The teacher meets with the student, establishes a record of the offense, and notifies the parents by phone and in writing.

The teacher notifies the students’ administrator of the incident.

Second Offense:

The student receives a zero for the plagiarized assignment until it is made up to a Basic level.

Teacher meets with the student, records the offense, notifies the parents by phone and in writing, and informs the student's counselor.

The counselor sets up a meeting with the student to discuss the importance of academic honesty and integrity.

The teacher notifies the students' administrator of the incident.

The student will receive an NM work habits grade for the semester in the course.

Third and Any Additional Offenses:

The student receives a zero for the plagiarized assignment until it is made up to a Basic level.

The teacher meets with the student, records the offense, and notifies the parents by phone and writing.

The student serves administrative detention.

Teacher notifies the student's administrator of the incident.

The student will receive an NM work habits grade for the semester in the course.

GRADES 10 AND 11 CONSEQUENCES

First Offense

The student receives a zero for the plagiarized assignment until it is made up to a Basic level.

The student receives an NM for the course until the plagiarized assignment is made up to a Basic level.

Teacher meets with the student, records the offense, and notifies the parents by phone and in writing.

The student serves administrative detention.

The teacher notifies the student's administrator of the incident.

The student will receive an NM work habits grade for the semester in the course.

Second and Any Additional Offenses:

The student receives a zero for the plagiarized assignment until it is made up to a Basic level.

The student receives an NM for the course until the plagiarized assignment is made up to a Basic level.

The student will receive an NM work habits grade for the semester in the course.

The teacher meets with the student, records the offense, notifies the administrator, and notifies the parents by phone and in writing.

The administrator schedules a meeting with the N.H.S. Student Support Team. This Committee will recommend further consequences. Possible consequences that the Committee could assign include creating an academic plan, the loss of privileges, an additional project, or other options.

GRADE 12 CONSEQUENCES

Any Offense:

The student receives a zero for the plagiarized assignment until it is made up to a Basic level.

The student receives an NM for the course until the plagiarized assignment is made up to a Basic level.

The student will receive an NM work habits grade for the semester in the course.

The teacher meets with the student, records the offense, notifies the administrator, and notifies the parents by phone and in writing.

The administrator schedules a meeting with the N.H.S. Student Support Team. Possible consequences that the Committee could assign include creating an academic plan, the loss of Senior Privileges, an additional project, or other options.

NOTE: When members of the N.H.S. faculty are asked to write letters of recommendation for scholarships, college applications, or academic contests, they may ask the administration if any plagiarism offenses are recorded.

Student Guidelines for Generative Artificial Intelligence (GAI)

As GAI technology becomes more prevalent in educational settings, MSAD 60 believes it is important for students to have the opportunity to understand how to use these tools responsibly and ethically. The following guidelines are intended to help students integrate GAI into their learning processes. These guidelines aim to enhance education and maintain academic integrity, whether students choose to use GAI voluntarily or are required to do so as part of a class or other educational program. By adhering to these rules, students will ensure that GAI serves as a valuable aid in their studies without replacing their own efforts or compromising the principles of honesty and originality in their work. MSAD 60 will not require students to use any GAI tools, platforms, or services that require students to have an account without a Data Privacy Agreement (DPA) with the company. A DPA ensures that the company will only use student information to which it has access in accordance with the law.

GAI is not limited to creating essays or research papers. It can also generate art, compose music, solve math problems, brainstorm ideas, provide feedback on student work, create quizzes, and more. Given its wide range of applications, MSAD 60 recognizes the challenge in providing a one-size-fits-all approach to GAI use.

These guidelines apply to all student use of GAI tools, platforms, and/or services for school-related purposes.

- 1. Not a Replacement for Student Learning:** GAI tools, platforms, and services should be used as a tool to aid learning and should not replace traditional learning methods. The use of GAI must not hinder the development of critical thinking, problem-solving, collaboration, effective communication, or other essential skills. When permitted to utilize GAI, students are expected to still engage actively with the material and not rely solely on GAI for their assignments and studies.
- 2. No Plagiarism or Cheating:** Students must adhere to MSAD 60 plagiarism and academic cheating and computer/internet use policies. The use of GAI to produce content that violates school policies, promotes academic dishonesty, violates the law, or constitutes plagiarism is strictly prohibited. Students must ensure that any work submitted is their own and appropriately cite or credit GAI contributions when permitted to use GAI in/for their work. All student use of GAI tools, platforms, and services must comply with all school policies, rules, guidelines, GAI tool, platform, or service terms of use/service, and applicable laws.
- 3. Acknowledgement of GAI Use:** Student work may be subject to the use of GAI detectors. Staff may use tools to verify the originality of student work and to detect AI-generated content.
- 4. Teacher Permission:** Students must obtain teacher permission before using GAI to complete academic assignments. This ensures that the use of GAI is appropriate for the assignment and aligns with the learning objectives.
- 5. Critical Evaluation:** Students are expected to critically evaluate all work. GAI tools, platforms, and services, such as ChatGPT, are not always accurate and may generate convincing but false information. Each student is responsible for all work generated by GAI, including errors. GAI should never be the sole source of information, but should complement other learning methods.

The use of GAI for non-school-related purposes is a family and student decision.

Public Behavior: Noble High School is a public place where all are expected to act appropriately. In consideration of others, you should refrain from any offensive behavior that interferes with others such as horseplay, loud talk, inappropriate language, and personal displays of affection. Staff members will remind those exhibiting offensive behavior when it occurs. Students who refuse to correct their behavior or whose behavior is excessively offensive will be subject to disciplinary action.

School-Sponsored Student Publications: School-sponsored student publications are approved by the school, supervised by school staff members, and designed to impart particular knowledge or skills to student participants and audiences. These include but are not limited to the yearbook, the student newspaper, video announcements, and the literary magazine. Administrators and staff shall exercise control of school-sponsored publications to assure that the participants learn whatever lessons the activity is designed to teach, that readers or listeners are not exposed to material that may be inappropriate for their level of maturity, and that the views of the individual writer or speaker are not erroneously attributed to the school.

To the extent deemed educationally appropriate by teachers or advisers for school-sponsored publications, student editors shall have initial responsibility for determining content. Advisers and administrators shall give substantial and due regard to the judgment of student editors and the educational value of the decision-making process. However, an advisor or administrator may override a student editor's decision if they deem content inconsistent with the schools' educational goals. Factors that advisers and administrators should consider in determining whether the content is appropriate include, but are not limited to:

1. The educational objectives of the school-sponsored activity (for example, teaching accuracy and fairness are legitimate educational objectives of the student newspaper);
2. The privacy and reputation of individuals and staff;
3. The emotional maturity of the intended audience;
4. Whether the material might reasonably be perceived to advocate alcohol use, drug use, or irresponsible sex; promote hostility, disorder, violence; inhibit the rights of others; or disrupt the functioning of the school;
5. Whether the contents are obscene or constitute "hate" literature that attacks ethnic, religious, or any other group;
6. Whether the content might be attributed to the school rather than the views of an individual; and
7. Any other factors as appropriate to the materials and/or particular situation.

Smoking/Tobacco/Vaping: The use, possession, or distribution of tobacco/nicotine products on school property is prohibited. Violators are subject to suspension from school. The school utilizes smoking/vaping detectors in designated areas.

The use and possession of tobacco products and electronic nicotine delivery systems: MSAD 60 is dedicated to providing its students, staff, and visitors with a safe and healthy environment to learn, work, and play. Tobacco/nicotine use continues to be the leading cause of preventable disease and death in Maine and the United States. Research has shown that students addicted to tobacco/nicotine products do not learn as well because they are focused on the need for more tobacco/nicotine versus learning. This policy reflects and emphasizes the hazards of tobacco/nicotine use, will assure compliance with laws, protect school community members from secondhand smoke, and role model tobacco-free lifestyles.

The Board prohibits smoking and all other use of tobacco/nicotine products and electronic vaporizers commonly used for nicotine delivery (including but not limited to cigarettes, cigars, snus, spit and smokeless tobacco, dip, chew, snuff, herbal cigarettes, e-hookahs, electronic cigarettes, vape products, and all other electronic nicotine delivery systems) in school buildings, on school property, on school buses or in any other School District vehicle at all times and by all persons (24 hours per day, 365 days a year). Possession of any tobacco products is prohibited by anyone (adult or minor) on district property, in school vehicles, and at school-sponsored functions at any time. This includes all days when school is not in session and all functions taking place on school grounds such as athletic events or other activities not associated with or sponsored by the school. The policy applies to everyone, including students, school staff, parents, and visitors.

Under the law and Board policy, the sale, distribution, dispensing, or promotion of tobacco products and paraphernalia is prohibited on school property and at all school functions. Advertising tobacco products is not permitted in school buildings, on school property, and in all school publications. Employees may not use tobacco products or electronic nicotine delivery systems at any time while supervising students, whether on or off school property.

The use and possession of tobacco products and electronic nicotine delivery systems procedure: The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to the Board's "Use and Possession of Tobacco Products and Electronic Nicotine Delivery Systems" policy. The policy applies to the smoking or use of all tobacco products, including but not limited to cigarettes, cigars, snus, spit and smokeless tobacco, dip, chew, snuff, herbal cigarettes, e-hookahs, electronic cigarettes, vape products, and all other electronic nicotine delivery systems.

I. Prohibited Conduct

Students

The use, possession, sale, dispensing, or distribution of tobacco products and paraphernalia by all students is prohibited in school buildings and facilities during school-sponsored events, on school grounds and buses, and at all other times. Students are prohibited from wearing clothing or gear that includes tobacco brands, including e-cigarette or electronic nicotine delivery system brands.

Employees and All Other Persons

The use of tobacco/nicotine products by employees and all other persons is prohibited in school buildings, facilities, and on school buses and in all district-owned or leased vehicles during school-sponsored events and at all other times on school grounds. Employees are prohibited from wearing clothing or gear that includes tobacco brands, including e-cigarette or electronic nicotine delivery system brands.

II. Policy Communication:

This policy will be communicated through various ways to educate students, school staff, parents, and visitors. Tobacco-free signs will be posted in highly visible areas at facility entrances, throughout the school property, and athletic facilities.

The policy will be listed on the school website and will be included in an employee, student, and adult education booklets annually. Each year, all school staff, parents, and guardians will receive written information regarding the policy in either hard copy or electronic format.

III. Policy Enforcement:

Everyone is required to comply with MSAD 60 tobacco use and possession policy. Enforcement of this policy will follow the standard procedures of the school for each audience as described below. All school staff are expected to enforce the policy under the direction of the Principal. The Principal shall report any violations of this policy/procedure as promptly as practicable to the Superintendent.

Student Violations:

Administrators in all buildings shall develop age-appropriate disciplinary guidelines for students violating this policy/procedure. They will be responsible for communicating the consequences of the tobacco/nicotine policy to their students.

Strategies may include the confiscation of tobacco/nicotine materials and paraphernalia, the notification of parents/guardians, access to tobacco education, referral to tobacco treatment, and/or suspension from school.

A. Staff Violations:

Faculty and staff are included in provisions of the state law, which prohibits the use or possession of any tobacco/nicotine products on school property and in school vehicles during work hours or at any time on school grounds or at school-sponsored events. Any staff member violating this policy will be subject to disciplinary actions as determined by the Superintendent or his/her designee.

B. Other Adult/Visitor Violations:

All visitors must comply with the regulations outlined in this policy by the MSAD #60 Board. The smoking or the use of tobacco on school property by visitors is prohibited. This includes non-school hours and all functions, athletic or otherwise, that take place on school property.

Anyone found smoking or using or possessing any form of tobacco products will be informed of the school tobacco-free policy and asked to refrain from use while on school property. If the visitor does not comply, they will be asked to leave the school property. If the visitor refuses to leave, law enforcement will be called.

IV. Tobacco Treatment Support: Information regarding tobacco treatment resources such as onsite counseling and the Maine Tobacco HelpLine (1-800-207-1230 and TheQuitLink.com) will be made available to those who use tobacco products and are interested in quitting.

Substance Abuse Policy: For this policy, substance abuse is defined as the possession of any prohibited substance/paraphernalia or evidence and/or the opinion of a health professional that the student has used any prohibited substance. Prohibited substances include, but are not limited to, alcohol, marijuana, barbiturates, speed, ecstasy, cocaine, heroin, LSD, any other scheduled drugs as defined by the Federal Government, look-alike drugs, any prescription drug not used in the prescribed manner, drug paraphernalia, or e-cigarettes (or similar devices).

In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation and referral procedures of this rule, whether the student self-reported or voluntarily sought help, and the student's prior record.

TYPE 1: Consumption, possession, receipt, or being under the influence of a prohibited substance.

a. First Offense

The administrator shall:

1. Confiscate the prohibited substance and verify the offense
2. Meet with the student
3. Notify and meet with the parent/guardian
4. Notify the superintendent and the police
5. Refer the student to their counselor
6. Refer the student to the substance use counselor
7. Meet with the counselor and the parents to share recommendations
8. Suspend the student from school (up to 10 days)
9. Possible referral to the Board of Directors for expulsion hearing in accordance with due process procedures
10. Consider referral to the Department of Human Services, if parent/guardian refuses to cooperate with the above procedure

b. Second and subsequent offenses

The administrator shall:

- Follow steps for the first offense, steps 1-7
- Suspend the student for up to 10 days and refer to the Board of Directors for an expulsion hearing

c. Administrative discretion

Administrators:

- Have the authority and discretion to deviate from the disciplinary measures set out above
- Have the authority to take into account the degree to which the student voluntarily sought help

TYPE 2: Furnishing, selling, or buying prohibited substances.

a. First offense

The administrator shall:

- Confiscate the prohibited substance and verify the offense
- Meet with the student
- Notify and meet with the parent/guardian
- Notify the Superintendent and law enforcement
- Refer the student to their counselor
- Refer the student to the substance use counselor
- Meet with parents to share recommendations
- Provide for an immediate O.S.S. (up to 10 days) and refer to the Board of Directors for an expulsion hearing
- Consider referral to the Department of Human Services if the parent/guardian refuses to cooperate with the above procedure

NOTE: Students involved in athletics and other extra-curricular or co-curricular activities are subject to additional consequences. Please see page 24.

Technology: Student use of school computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in the suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

Any misuse of technology by a student such as accessing inappropriate materials, illegal activities, violating copyrights, plagiarism, copying software, non-school related uses, misuse of passwords or unauthorized access, malicious use or vandalism, unauthorized access to chat rooms or newsgroups, inappropriate emails, threatening language, offensive language, pictures, or cartoons, or any other misuse of technology will be subject to the consequences directly connected with the corresponding violation that governs the discipline code at Noble High School.

To ensure network security, protect student data privacy, and provide consistent and reliable tech support, students are not permitted to bring personal computers or tablets to school. Our school will provide the necessary technology and resources for all students during school hours. Student personal computers found on our wireless network will be removed from the network.

If students have an educational need as outlined in a 504 or Individual Education Plan, an exception may be granted by the Principal and the Technology Director. A permission form must be completed and signed. This form can be obtained from Traci Pierpont in the Technology Department at Noble High School.

Please refer to the Computer and Internet Acceptable Use Policy and Rules for all rules and consequences governing the use of technology. This can be found at the Noble High School website (<http://www.msad60.org/nhs>) in the Student Forms section.

Internet

Internet safety information is available at www.wiredsafety.org, www.netsmartz.org, and commonsense.org. Please note that M.S.A.D. #60 diligently tries to protect our students by placing a block on all inappropriate Internet sites. If you believe that your child is accessing questionable sites while at school, please notify the administration immediately.

Theft: Theft disrupts learning and is against the law. Stolen items are reported to the police and the individual will receive school and legal consequences. Individuals would also be responsible for complete restitution.

Threatening: A "threat" is any statement or gesture in any form that a reasonable person would interpret as communicating a serious intent to cause bodily injury. Threatening directed at other students or staff members by any means (including technology) is not acceptable and will not be tolerated. Threatening is a criminal offense and the police will be notified when it occurs.

Any student who engages in an act or threat of violence shall be removed from school in accordance with procedures required by law and school policy, and shall remain off school grounds and out of school activities until it is determined that the student does not present a threat to the school community. This policy applies to actions or threats that occur while on school grounds or in school vehicles, during school activities, or at any other place and time when such actions or threats may disturb the peace and usefulness of the school community.

A student who threatens others or himself or herself will be considered deliberately disobedient and deliberately disorderly, pursuant to 20-A. M.R.S.A. 1001(9), and subject to suspension and expulsion in accordance with the terms of this policy. The student may also be subject to discipline for violation of other applicable school rules and may be charged with a violation of applicable Maine laws.

Responding to Threats

Any student who engages in an act or threat of violence as defined in the following procedures shall be removed from school in accordance with procedures required by law and shall remain off school grounds and out of school activities until such time as it is determined that the student does not present a threat of serious bodily injury to members of the MSAD #60 school community.

The foremost concern in responding to acts or threats of violence shall be with maintaining the overall safety and well-being of our school community. Any response shall be individually tailored to address the specific situation, shall reflect the rights of all involved persons, and shall promote the safety and well being of the school community. A student who violates this policy will be considered deliberately disobedient and deliberately disorderly, pursuant to 20-A M.R.S.A. 1001(9), and subject to suspension and expulsion in accordance with the terms of this policy. The student may also be subject to discipline for violation of other applicable school rules and may be charged with a violation of applicable Maine laws.

Definitions

1. "Acts of violence" shall include any action that presents a risk of serious bodily injury to any member of the school community, including the person taking action. An "act of violence" shall also include possession on school grounds, in school vehicles, or during school activities of a firearm or dangerous weapon.
2. "Dangerous weapon" shall have the same meaning as is found in Title 17-A, section 2, subsection 9 of the Maine statutes as amended, and shall include any article commonly used or designed to inflict serious bodily injury and/or to intimidate other persons, and shall also include any object that is used to inflict or threaten serious bodily injury and/or to intimidate, coerce or harass, whether designed as a weapon or not.
3. "Firearm" shall have the same meaning as is found either in Title 17-A, section 2, subsection 12-A of the Maine statutes as amended, or as is found in Title 18, section 921(3) of the United States Code, as amended.
4. "Threat" shall mean any statement or gesture in any form that a reasonable person would interpret as communicating a serious intent to cause serious bodily injury.
5. "Serious bodily injury" means bodily injury, which causes a substantial risk of death or which causes serious, permanent disfigurement, loss or substantial impairment of the function of any bodily member or organ, serious emotional harm, or extended convalescence necessary for the recovery of physical or mental health.

Procedures

A. Initial Response

1. Any person who observes or is informed about an act or threat of violence covered by this policy shall attempt as soon as possible to bring it to the attention of the building Principal or the Principal's designee if he or she is not currently available. The Building Principal or designee shall have a call placed with local law enforcement and take those steps that appear likely to bring the immediate situation under control and minimize the danger that may exist.
2. If a school employee observes an act or threat of violence, the employee shall take those steps that appear likely to bring the immediate situation under control and minimize the danger that may exist. Those steps should include notification of the building Principal or designee so that law enforcement can be contacted, as an assessment of whether the employee himself or herself can safely intervene in the situation without assistance, and should include an effort to separate other students from the setting where the act or threat occurs. At an appropriate point, after the situation has been resolved, the staff member shall submit a written incident report to the Building Principal detailing his or her involvement in the incident.
3. Once the situation has been evaluated and brought under control, the Principal or designee shall interview the involved parties to determine the specific facts relating to the incident. The person who committed the act or threat of violence shall also be interviewed if he or she remains at the school. If that person is not available to the Principal or designee, he or she may attempt to interview that person by telephone.

B. Notification

1. If the Principal or designee concludes that the act or threat of violence is covered by this policy, he or she shall notify the Superintendent of Schools and the local police department (if not already notified).
2. The Principal may notify staff within the school building of any act or threat of violence covered by this policy when, in the judgment of the Principal, the act or threat of violence may impact upon the school generally or on the area of the school served by that staff member.
3. The Principal or designee shall notify the parents of any student who commits an act or threat of violence, and the parents of any student(s) threatened or harmed. If at all possible, that notification should occur on the same day as the incident itself.
4. The Principal and the Superintendent may choose to provide a broader notification to the parents of children in the classroom, on the bus or school building if in the judgment of the Principal and Superintendent, the facts present a specific risk to the safety of that

broader community. This notification shall occur in a way that protects the confidentiality rights of the student who has committed the act or threat of violence. The school board will also be notified upon this step being implemented.

C. Discipline and Removal

1. In the event that the building Principal or designee concludes that a student within MSAD #60 committed an act or threat of violence that is covered by this policy, the Building Principal or designee shall immediately suspend that student from school grounds and all school activities for a period of time not to exceed ten school days.
2. Once notified, the Superintendent of Schools or designee shall review the facts surrounding the incident and decide whether the circumstances warrant proceeding to the School Board to request an expulsion of the student. If the student who committed the act or threat of violence is a student with an identified disability, the Superintendent shall ensure that appropriate procedures are followed in obtaining an extended removal of the student from school grounds activities.
3. Any student who is removed from school grounds and activities because of any act or threat of violence shall not be permitted to return until the student does not present a risk of serious bodily injury to the school community. This determination may depend in part on an assessment of the student by an appropriate health care provider showing that the student does not present a risk of serious bodily injury to the school community.
4. If the Superintendent chooses to proceed to the School Board for possible expulsion, the School Board may expel the student if the Board finds that the student has committed an act or threat of violence addressed by this policy, or for any other reason warranted by the circumstances and permissible under state law. A student expelled by the School Board may apply to the Board for readmission as provided in State Law.

D. Due Process

The student and or the student's parents shall have the right to appeal to the principal as described in MSAD #60's Board Policy Book.

E. Police Coordination

Each time that the Principal or designee determines that an act or threat of violence has occurred that is covered by this policy, he or she shall immediately notify the local police of that act or threat and shall cooperate fully with the police in their own independent investigation of the incident. School staff and students have a right to press charges with the police for any conduct that may be criminal in nature, including acts or threats of violence.

F. Training

1. The District shall annually instruct school personnel and the student body in the existence and requirements of this policy. That instruction shall be tailored to the specific group being addressed. This policy shall be printed in student handbooks.
2. The District shall ensure that school administrators within each school building have received training in intervention techniques for violence incidents, with a focus on how to diffuse the situation without the use of force. Such training shall also be made available to other designated school staff.
3. Designated school officials shall work with the local police to develop an appropriate response plan for large-scale acts or threats of violence which may require the evacuation of a school building or an area of a school building. On at least one occasion each school year, each school building shall conduct a building-wide drill on the appropriate emergency procedures for responding to large-scale acts or threats of violence that may require the evacuation of the school building.
4. The Superintendent or Principal may call upon the School's Crisis Team to make assistance available to the affected study body, in the event of violence that causes serious bodily injury or death, and is likely to impact on the emotional well being of the student body in that school building.

G. Miscellaneous

1. Student conduct in violation of this policy may also be covered by other District policies, such as, for example, the District's policy on Weapons in the Schools. This Policy in no way restricts the District from taking further action as may be mandated or allowed by those other policies, in addition to the actions required above.

This policy shall be interpreted so as to promote the overall safety and well being of the school community. Ambiguities in the policy shall be resolved in favor of promoting the safety and well being of the school community.

Bomb threats

The Board recognizes that bomb threats are a significant concern to M.S.A.D. #60. 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 any bomb threat will be regarded as an extremely serious matter and be treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and initiate or recommend suitable disciplinary action.

A. Conduct prohibited

No person shall make, or communicate by any means, whether verbal or nonverbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for the 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.

B. Definitions

1. A “bomb” means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive devices.
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 nonverbal, 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.

C. Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of M.S.A.D. #60’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 the selection of potential alternative sites for those who are evacuated);
3. The 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 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 unit’s Crisis Response Plan or following the implementation of the procedure

D. Reporting of Bomb Threats

A student who learns of a bomb threat, the intention 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 another employee in a position of authority. An employee of M.S.A.D. #60 who learns of a bomb threat, or the intention to make 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 unit’s bomb threat procedure, as developed under Section C and inform the Superintendent 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 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

E. Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making, intending to make or participating in 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 violates this policy. Such violation will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. subsection 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness. In addition, a student who is found after hearing by the 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. subsection 1001(9-A) and Policy JOSHIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances. Superintendent may modify the requirement for expulsion based on whether a student has been identified through the I.E.P. 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 JFK.

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

Any M.S.A.D. #60 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 Board policies. An M.S.A.D. #60 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

M.S.A.D. #60 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. Instructional Time Lost

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate (or practicable) opportunity, as determined by the Board. Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on the days when schools must be closed as required by law.

K. Notification Through Student Handbooks

All student handbooks shall address M.S.A.D. #60'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.

Transportation: The Noble Code of Conduct applies to students when they are using district transportation. Students are expected to treat bus drivers with respect and courtesy. Misbehavior on buses will be subject to the following consequences:

Level 1: Minor offense - Driver warns student and administration contacts parents - Warning

Level 2 (or three Level 1 offense): Behavior that requires administrative intervention - Administrative detention*
(additional/alternative consequences may be applied at administrative discretion)

Level 3: Behavior that is a major safety risk to self or others – Suspension from the bus and/or school *(additional/alternative consequences may be applied at administrative discretion)

The administration has the right to remove a student from all buses immediately. Students suspended from the school bus will have to find their own transportation to and from school while under bus suspension. Policy EA (Bus Routes) states that each student riding a school bus shall always ride from the designated bus stop to school and from school to the designated bus stop. Deviations from the routine will only occur for emergency purposes and must be approved by the Transportation Office at 676-2856. Parents will be responsible for meeting students at designated routine bus stops should changes in plans occur that are not considered an emergency.

The Following Rules Also Should Be Observed:

A. Students shall obey the driver who has full charge of the bus.

B. Take assigned seats.

C. Do not talk to or otherwise disturb the driver.

D. Do not extend your hands, arms, head, or legs out of the window.

E. Remain seated while the bus is moving.

F. Keep the bus clean and sanitary.

G. Refrain from the use of tobacco, alcohol, and profane or indecent language.

H. Never damage or deface the bus.

I. Do not bring dangerous or prohibited items on the bus, such as guns, knives, gasoline, car batteries, animals, glass objects, and objects or school projects too large to be held on the lap.

J. Students shall not open windows without permission from the driver.

K. Students shall not tamper with the emergency doors or windows or any other equipment on the bus. Students will be responsible for damage caused while on the bus.

L. Students shall not use cell phones or other electronic devices without permission from the driver.

M. Students shall obey the driver who has full charge of the bus.

N. No student is allowed to ride a bus other than their assigned bus without written permission from a school official and pass from the Transportation Office.

These basic rules shall be enforced by all drivers. Disciplinary action may be taken against any student who willfully disregards instructions given by the bus driver.

Vocational School Transportation

Vocational students must ride the school bus to their vocational center.

Vandalism: Vandalism is defined as destroying or damaging an object. Students who vandalize property will be expected to pay for the cost of repairing or replacing the object and other disciplinary actions including legal charges. Any student returning a damaged or defaced textbook will be asked to buy a used version or replace the original.

Weapons:

STUDENTS ARE ADVISED THAT STATE AND FEDERAL LAWS CARRY SERIOUS CONSEQUENCES FOR BRINGING A FIREARM TO SCHOOL AT ANY TIME - INCLUDING DURING HUNTING SEASON. As required by section 1302 of the GOALS 2000: EDUCATE AMERICA ACT, any student determined to have brought a firearm (as defined in 18 U.S.C. Sec. 921) to school will be expelled from the regular school program for at least one year.

THE POSSESSION of dangerous items including (but not limited to) knives, firearms, stink bombs, air guns, explosive devices (including firecrackers), look-alike weapons, hazardous chemicals, or any dangerous articles on school grounds is prohibited. Possession of any of these items is considered a threat to the safety of the school. Possession includes carrying the item on your person, in a backpack, in your locker, or having it in a vehicle. Possession of dangerous items or materials on school grounds will result in an immediate suspension - or an expulsion hearing for repeat offenses.

THE USE OR THREATENING THE USE of any dangerous items shall result in police involvement, suspension, and an expulsion hearing.

THREATENING TO USE OR FALSELY CLAIMING THAT A WEAPON OR EXPLOSIVE DEVICE IS PRESENT ON SCHOOL GROUNDS AND MAY CAUSE HARM TO OTHERS WILL BE CONSIDERED AN ACT OF TERRORISM. Acts of terrorism will result in police involvement, suspension for 10 days, restitution of monetary damages, and an expulsion hearing.

WEAPONS USED IN SCHOOL PRESENTATIONS: No weapon or dangerous substance may be used as a visual aid or artifact in any school presentation. With school resource officer (SRO) and assistant principal permission, disabled weapons (such as a musket with the barrel welded shut) may be allowed. Permission must be granted at least one week in advance. If permission is granted, the student must report to the S.R.O.'s office on the morning of the presentation. The SRO will go to the parking lot and bring the item into school. The SRO will secure the item until it is needed for the presentation and after the presentation is completed. The SRO will then carry the item back to the student's or parent's vehicle. These items are never on school buses.

IV. STAFF CONDUCT WITH STUDENTS

The M.S.A.D. 60 Board of Directors expects all staff members, including teachers, coaches, counselors, administrators, and others, to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers. [MSAD60 Policy GBEB](#) outlines guidelines related to staff conduct, with regard to interactions with students.

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

The district recognizes that MSAD #60 staff may have appropriate and healthy personal relationships with students and other staff that exist outside of and that are separate from relationships that develop at work. Staff members are expected to maintain clear and defined boundaries between work-related and personal relationships. The following guidelines are expected to be followed by all staff in order to ensure that all work-related relationships are appropriate and professional.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the board's policy on Harassment and Sexual Harassment of Students;
- For non-counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance.
- Sexual banter, allusions, jokes or innuendos with students;
- Engaging with students on social media platforms;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or in an otherwise overly familiar manner; and
- Permitting students to address you by your first name, nickname, or otherwise in an overly familiar manner during school hours.
- Before engaging in the following activities, staff members are expected to be sensitive to the appearance of impropriety in their conduct with students and use discretion when:
 - Being alone with individual students out of public view;
 - Inviting or allowing students to visit the staff member's home;
 - Visiting a student's home, unless on official school business;
 - Maintaining personal contact with a student outside of school by telephone, computer (such as email, texts, Instant Messenger or social networking sites like Facebook), or letters (beyond homework or other legitimate school business);
 - Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
 - Socializing or spending time with students (including, but not limited to, activities such as going out for meals, movies, shopping, traveling, and recreational activities) outside of school-sponsored events except as participants in organized community activities.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Reporting Violation

Students and/or their parents/guardians are strongly encouraged to notify the principal (or another appropriate administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy. Staff members are required to notify promptly the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in a referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy.

IV. EXTRACURRICULAR ACTIVITIES

Chorus - Students participate in several after-school choral musical performances.

Band - Students participate in several after-school band musical performances.

Civil Rights Team – A group that supports both students and staff in preserving civil rights for all members of the Noble community.

Jazz Band/Ensemble - Provides additional opportunities for students to participate in musical events.

RISE - Students plan and attend substance-free activities.

Gaming Club - Students practice their gaming skills.

Outdoor Club - Students participate in outdoor expeditions.

Math Team - Students enhance their mathematical expertise by competing in meets throughout Maine and New Hampshire.

Musical - Broadway Musical produced every fall. Students participate either on stage (singing, acting, and dancing) or backstage (set design and construction, costume design, props, makeup, sound, and lighting).

National Honor Society - An academic and service organization based upon the principles of the National Honor Society.

Wellness Club - Makes recommendations regarding student health issues.

One-Act Play - Students prepare a one-act play to bring to a regional competition in the spring. Students participate either on stage (acting) or backstage (set design and construction, costume design, props, makeup, sound, and lighting).

Project Search – Provides enrichment activities for Excel students.

Ski Club - Students take discounted ski trips to local ski areas.

Noble Ambassadors - Provides support at large school events and also helps to ensure that new students to our building are supported and receive a mentor while they are learning our school routines.

Student Council - Students participate in several school service projects.

French Honor Society - A French-based academic and service organization

Spanish Honor Society - A Spanish -based academic and service organization

Tech Club - Students learn to use theater technology.

Cooking Club – Students have the opportunity to prepare a variety of different foods.

Yearbook - Students learn how to produce a professional-quality publication using the latest software.

Athletics – Please see page 44

Activity Fees: To provide financial support for our extracurricular activities, the school charges a non-refundable activity fee. This fee is collected at the beginning of the sport or activity season. Please see page 28 for details.

Extracurricular Eligibility: To be eligible to participate in extracurricular activities, a student must be regularly enrolled at Noble High School or be approved by the Commissioner of Education as a homeschooled student in the school district. To be considered regularly enrolled, a student must carry a minimum of six full-time courses (five for seniors) or the equivalent. For academic eligibility details for athletics and activities, please see the Noble Athletic Handbook.

V. SCHOOL COUNSELING INFORMATION

Counseling services are available to every student in our school. Students may schedule appointments during their Tutorials by making arrangements with the counseling secretary. Students without Tutorials should make appointments before or after school. Parents/guardians are encouraged to consult with their son or daughter's counselor. Parent conferences are helpful when a student is experiencing academic or personal problems or when a student is setting plans and future goals. Students are urged to make an appointment when an academic problem arises. Information given to counselors is strictly confidential unless a student's safety is at issue. Any student who has either attended or graduated from Noble is welcome to use our counseling services. The Counseling Department is open from 7:30 AM - 3:00 PM each school day.

Counselors Provide:

- Academic advising, including course selection and scheduling.
- Information about colleges, universities, and technical schools.
- Information about careers.
- Information about academic and career testing.
- Information about financial aid and scholarships.
- Information about grades, report cards, and transcripts.
- Crisis counseling regarding personal problems or concerns.
- Assistance with substance abuse issues.

Auditing Courses: Students may choose to audit a course at Noble High School. No credit will be granted for audited courses, and students must get permission from their teacher and their counselor before auditing a course. Students who audit a course will be required to attend class, participate in class activities and dialogue, and demonstrate an interest in the class. Students are required to complete all homework assignments as determined by the teacher. Students are not required to complete assessments such as quizzes and tests as part of an audit. Audited courses do not count as one of the classes required to be a full-time student. A Contract for Class Audit must be completed for all students wishing to audit a course.

BARR (Building Assets, Reducing Risks):

MSAD #60 has been working with the BARR Center to implement the BARR Model that "gives schools a comprehensive, intentional approach to meeting students' academic, social, and emotional needs. Teaching becomes more purposeful, direct instruction becomes more effective, and students thrive with expanded support. BARR helps educators better connect with their students and address the issues that cause students to fail courses, drop out, and/or engage in harmful behavior. The result: significant improvements in course credits earned, grade point averages, and standardized test scores; decreases in failure rates, suspensions, and absenteeism; and improved job satisfaction among teachers".¹

¹BARR Center Website. (2015). Retrieved from:
<http://www.barrcenter.org/>

²University of Maine. (2015, March 16). ²The University of Maine Peace & Reconciliation Studies Program And the Restorative Practices Collaborative of Maine Present Summer Training for 2015. Retrieved from:
<http://umaine.edu/peace/k-12-conflict-resolution-education/coursesworkshopsconferencesinstitute>

Chemical Dependency: Noble regards alcohol and other drug abuse problems as any other illness. Consequently, no punitive action will be taken against any student who refers themselves to a counselor or our school nurse. If you would like to talk to someone, which we encourage you to do, please see your counselor or our school nurse.

Course Changes: Counselors work very hard to make efficient use of personnel and classroom space. Students are expected to make careful decisions about their course selections with the understanding that once the school year has started, changes in a student's program may not be possible due to class sizes, scheduling conflicts, or other limitations. The last day to drop classes is two weeks after the start of school. Course changes will only be made after this add/drop period for extraordinary reasons and after a conference with the student's counselor. Parental permission may also be required.

Course Withdrawal: Students are expected to make any necessary changes to their schedule during the add/drop period. On occasion, circumstances may warrant giving consideration to withdrawing from a course after the add/drop period is over. **THIS CAN HAPPEN ONLY BEFORE THE SECOND PROGRESS REPORT. AFTER THE SECOND PROGRESS REPORT, COURSE WITHDRAWAL IS NOT POSSIBLE.** In this case, the student must discuss the change with their counselor. At the counselor's discretion, any or all of the

following procedures will be required:

- Conference with a parent
- Conference with teacher
- Conference with an assistant principal

Students must attend class until the withdrawal form is completed and textbooks are returned. If a teacher believes a course withdrawal is appropriate for a student, they must conference first with their administrator and then with the student and their parents before requesting the withdrawal by Counseling.

Course Withdrawal Grading Policy:

If the withdrawal occurs before the first progress report, the student receives a W.P. (Withdraw Passing) or an F (Withdraw Failing) on the transcript.

If the withdrawal occurs after the first progress report, the student receives a W.P. or W.F., and the student's letter grade at that point is figured into the GPA. The grade will be factored in as $\frac{1}{4}$ credit rather than $\frac{1}{2}$.

Credit: Course credit will be granted at the end of each semester for students with a grade of C- (basic proficiency) or above, except in those cases where credit is withheld because of attendance issues. A grade of NM (standard not met) at the end of the semester will mean a loss of $\frac{1}{2}$ credit. If the student passes the other semester, only $\frac{1}{2}$ of credit would be earned. Students will be required to make up any failed semesters of sequential courses.

Early Graduation: Students are not typically allowed to graduate early. Students who wish to pursue this option need to file a request with their counselor before the start of their junior year. These plans need to be approved by the Counseling Director and the principal.

External Credits for Community-based Activities: We recognize the value of student learning outside the school. The purpose of this policy is to accommodate students who are making a serious effort to develop high-level capabilities and to allow them to be involved in programming that is either not offered by the school district or is at an advanced level beyond that offered by the school district. Noble High School Students may receive up to a total of four non-grade bearing elective credits for courses or programs experienced in non-school settings. These credits may not replace graduation requirements.

These experiences must:

1. Be pre-approved by the school principal, parent, and subject area coordinator
2. Be taught and supervised by a qualified, licensed professional or certified instructor
3. Reflect more than 120 hours of direct instruction and/or participation for one credit (60 hours for a $\frac{1}{2}$ credit.)
4. Be verified in writing by the instructor or coach
5. Have a product/portfolio review and approval by the subject area coordinator.

Credits may be earned in:

Health: Students may receive $\frac{1}{2}$ credit for Health-related training such as an Emergency Responder (Fire or Rescue)

Fine Arts: One Fine Arts credit may be granted to students participating in formal music, dance, ballet, theater, or art programs beyond those offered by Noble High School.

Physical Activities: $\frac{1}{2}$ credit for Personal Fitness may be granted for activities not offered at NHS such as Martial Arts, competitive skiing or snowboarding, AAU sports, competitive swimming, Gymnastics, Equestrian, Tennis, or Scuba which meet the requirements listed above.

Foreign Language: Students may receive up to two elective credits for a language not offered by Noble High School. To determine proficiency, MSAD#60 will use the SAT administered by the College Board, the STAMP assessment, or tests administered by the American Council on the Teaching of Foreign Language (ACTFL).

Other: Students may receive one elective credit for participating in a leadership program such as Junior ROTC, or People to People OR in an unpaid apprenticeship/internship in a vocational trade. Activities used to meet the community service requirement may not be used for credit.

Grading: Students are given final grades at the end of each semester. Parents and students will receive information on course standards within the first week of each semester. Students who struggle academically may be required to meet with the Academic Review Committee to develop a supportive action plan.

Grade Scale:

Grade/Level of Proficiency:
A + 99% - 100%

Performance Description:
The student has mastered the targeted skills and knowledge for the grade level.
Understands and applies key concepts and skills with sophistication, consistency, and

Distinguished independence, using challenging texts, sources, or materials

A 96% - 98%

Distinguished

A - 93% - 95%

Distinguished

Grade/Level of

Proficiency:

B + 91% - 92% Advanced

B 88% - 90% Advanced

B - 85% - 87% Advanced

Performance Description:

The student has consistently demonstrated the targeted skills and knowledge for the class and can apply them at the advanced level as described by the class' rubrics using grade-level or higher texts, sources, or materials.

Grade/Level of

Proficiency:

C + 83% - 84% Basic

C 79% - 82% Basic

C - 75% - 78% Basic

Performance Description:

The student has demonstrated the targeted skills and knowledge at a basic level and can apply them at an acceptable level as defined by the class' rubrics.

NM 0% - 74% Not Met Has not met content standards

Honors Option – (H) Available in some courses. Students may contact their teachers regarding this option.

Honor Roll: Highest Honors - all A's

Honors - all A's and B's

Honorable Mention - all A's and B's and one C

AP classes are weighted. Please refer to our Noble High School Program of Studies for specific information.

Noble High School is committed to improving its practices to provide effective education to all students. Our grading system is proficiency and standards-based. It provides a clear picture of students' skills, knowledge, and work habits. Students must demonstrate proficiency in meeting state standards in all content areas to graduate from high school.

All academic subject areas in Maine's public schools have standards. Standards define what a student should know and be able to do at each grade level. A complete list of Noble High School's **Graduation Standards** is in the **Noble High School Program of Studies**, which can be found on the N.H.S. Counseling Department web page.

All students will receive two grades in each class:

- (1) a grade based upon the cumulative average of each academic Graduation Standard;
- (2) a grade for Work Habits.

Students' overall GPA will only be based on the grades in the academic Graduation Standards in all classes.

Students must demonstrate **basic proficiency (75%)** in **all** of a course's Graduation Standards to receive credit for the course (i.e., in core courses and/or required globals).

- If a student's cumulative average within a course is above 75%, but the student has a failing average in one or more Graduation Standards, the course grade will be preceded by the letter "I" for "Incomplete."
- Students can only graduate after all "Incomplete" notations have been removed from their grades.
- Students may remove an "Incomplete" notation by attending Standards Recovery Classes to demonstrate proficiency in the previously unmet Graduation Standards; these courses are available during the school year and during the summer.

Graduation Requirements For additional information, see Board policy IKF ([Please click here](#))

Every Noble High School student will demonstrate proficiency in NHS Graduation Standards (skills and knowledge described by the Common Core State Standards, Next Generation Science Standards, and Maine Learning Results) for the following content areas:

1. English Language Arts
2. Mathematics
3. Science and Technology
4. Social Studies
5. Health Education and Physical Education
6. Visual and Performing Arts
7. Career and Education Development
8. World Language (class of 2020 and beyond only)

Students' demonstration of proficiency in the above content areas will accumulate the following credits:

- English - 5 credits
 - Math - 4 credits* (Students must successfully complete *Common Core 11* and be enrolled in a math course all four years)
 - Science - 4 credits
 - Social Studies - 3 credits
 - Health - ½ credit
 - Physical Education - 1 credit
 - Fine Arts - 1 credit
 - World Language- ½ credit (class of 2020 and beyond only)
 - Electives - 4½ credits
- Total - 23-½ or 24-½ credits (depending on math courses taken)
- 60 hours of community service
 - Graduation Portfolio - All seniors must complete the graduation portfolio to graduate. The graduation portfolio consists of four elements: Freshman Roundtable, Sophomore Roundtable, Junior Roundtable, and Senior Exhibition.

All graduating students must meet the cross-content performance standards set forth by the Noble High School Vision of a Graduate Expectations

- A1. Effective Communication
 - i. Written Communication
 - ii. Presentations
- A2. Critical Thinking
- A3. Research
- A4. Work Habits
- S1. Collaboration
- S2. Social Responsibility
- C1. Informed Citizenship

Other Graduation Requirements:

Graduation Portfolio	Accept
Community Service	60 hours
Completion of required state testing	

*Graduation Portfolio

All students will complete a Graduation Portfolio to graduate. The graduation portfolio consists of five elements: Student-led conferences (Roundtables) at the end of the eighth grade, freshman, sophomore, and junior years, and the Senior Exhibition, through which students will demonstrate their knowledge and skills in conducting in-depth research, as well as proficiency in the presentation of their research through the application of technology.

For more detailed information on the requirements of this project, please see the Program of Studies, the Student-Led Conference Handbook, and/or the Senior Project Handbook.

Graduation Honors

Academic honors are awarded at graduation based on a student's GPA at the conclusion of first-semester senior year.

<i>Summa Cum Laude</i>	3.90 or higher
<i>Magna Cum Laude</i>	3.60 or higher
<i>Cum Laude</i>	3.00 or higher

Academic Recognition: Latin Honors and Grade Point Averages

To recognize high academic achievement as determined by students demonstrating proficiency in the school's Graduation Standards, Noble High School uses a system of Latin honors and proficiency-based Grade Point Averages (GPA) to award academic recognition and distinction. Using a system familiar to prospective colleges and universities, Noble High School recognizes the valedictorian and salutatorian and awards Latin honors based on individual achievement as measured against consistently applied learning standards. Students must attend Noble High School for their junior and senior years to be considered for valedictorian and salutatorian.

Awarding of High School Credit Prior to Grade 9:

Students who take the following high school courses in eighth grade will have these courses listed on their high school transcript:

Math
World Language

The grade in each of the above courses will be printed on a student's transcript but will not be calculated into the student's grade point average; however, by successfully meeting the NHS Graduation Standards in the above courses, the awarded credits will be counted toward the student's NHS graduation requirements.

Homework/Practice:

Numerous studies show that the amount of time students spend on learning a skill directly affects their ability to master it. We believe that there are several reasons for assigning homework:

1. Homework/practice helps students to learn better and faster. Research shows that many successful teachers assign meaningful homework/practice. By asking students to spend some of their out-of-class time working on a specific skill or subject, teachers make it possible to spend class time teaching students even more.
2. Homework/practice helps families become involved in education. We know that for schools to do the best possible job of educating each student, parents and schools must work together. Ensuring that homework is completed is one-way that parents can help their children achieve. When students see that their parents think education is important, their performance improves.
3. Homework/practice communicate the high expectations that schools hold for their students. The best schools have confidence that their students can and will achieve. Assigning meaningful homework is one way of letting students develop confidence in their own abilities.
4. Homework/practice helps students to develop self-discipline and organizational skills. Through homework, students learn how to manage their time. They learn the importance of setting goals and working to achieve them. They learn to be responsible for their own achievements. All these skills will help them continue to be successful throughout their lives.
5. Teachers will ensure that the homework/practice they assign is meaningful, directed practice and good use of students' time.

Independent Study: In the case of extenuating circumstances, students may be allowed to do independent study work (for example: two singleton classes are scheduled to meet simultaneously and the student wishes to take both). The student must find a supervising teacher, complete an independent study contract, and submit it to their counselor for approval. The following guidelines apply to independent study:

- Advanced Placement courses cannot be taken as an independent study.
- All independent studies must be pre-approved by the School Counseling Director and the principal.
- An independent study may not be used to fulfill any N.H.S. core requirements because independent studies are considered electives.
- An independent study may not be used in determining eligibility.

Making Up Courses: Standards recovery courses are typically offered after school and during the summer. Students who meet the standards will receive credit for the course. Students who fail to meet a learning standard will receive no credit for the course. Students who take make-up courses at other schools must receive prior approval from the principal.

Required Course Load: All students in grades nine through eleven must carry six courses each semester. Seniors must carry five courses each semester.

Suicide Prevention: Noble High School takes all suicide threats very seriously and recognizes that all community members can play a

role in keeping students safe. If you believe a person might be in danger of suicide, it is up to you to see that they get the help they need. If this occurs during the school day, please contact counseling services immediately. If you learn about concerns outside of school hours, tell your parents and have them contact that student's parents. If you don't know your friend's parents or are unable to contact them, call the police. You may also call the statewide crisis hotline (1-888-568-1112) or the suicide and crisis hotline (988) to keep the person safe until help arrives. Please see the supports section of the Counseling website for more information on suicide prevention and specific instructions for dealing with online threats.

Transfer Credit: Graded courses for which credit is transferred from other approved secondary schools will count toward the graduation requirements that a student must pass to earn an N.H.S. diploma. To receive transfer credit, a passing grade and credit must have been earned at the student's previous school. Transfer credit is granted to in-state home-school courses for students who are officially registered with the Maine State Department of Education as a home-school student. All other transfer students are evaluated on an individual basis. Courses that are in question and students who have out-of-state transcripts are referred to the principal who will make the final decision regarding whether credit will be granted. Community service hours are prorated for transfer students.

VI. SECTION 504

Section 504 - Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met. Section 504 states that: "No otherwise qualified individual with a disability in the United States, as defined in section 706(8) of this title, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..." [29 U.S.C. §794(a), 34 C.F.R. §104.4(a)].

Who is covered under Section 504? To be covered under Section 504, a student must be "qualified" (which roughly equates to being between 3 and 22 years of age, depending on the program, as well as state and federal law, and must have a disability) [34 C.F.R. §104.3(k)(2)].

Who is an individual with a disability? As defined by federal law: "An individual with a disability means any person who: (i) has a mental or physical impairment that substantially limits one or more major life activity; (ii) has a record of such an impairment; or (iii) is regarded as having such an impairment" [34 C.F.R. §104.3(j)(1)].

What is an impairment under the Section 504 definition? Impairment may include any disability, long-term illness, or various disorders that substantially reduces or lessens a student's ability to access learning in the educational setting because of a learning-, behavior or health-related condition. ["It should be emphasized that a physical or mental impairment does not constitute a disability for purposes of Section 504 unless its severity is such that it results in a substantial limitation of one or more major life activities" Many students have conditions or disorders that are not readily apparent to others. They may include conditions such as specific learning disabilities, diabetes, epilepsy, and allergies. Hidden disabilities such as low vision, poor hearing, heart disease or chronic illness may not be obvious, but if they substantially limit that child's ability to receive an appropriate education as defined by Section 504, they may be considered to have an impairment under Section 504 standards. (Source: Mary Durham, Chair, Texas Council for Disabilities)

Who can make a referral for a Section 504 evaluation? Parents/guardians, teachers, other school staff or concerned adults may make referrals. School district staff should make referrals when there is a reason to believe that the student might be disabled and require accommodation or extra services to receive a free and appropriate public education (F.A.P.E.).

The evaluation - a team of people knowledgeable about the student completes the evaluation (if the parent/guardian has given permission). After the evaluation is completed, the team will conclude: 1) The student **does not** have a physical or mental impairment that substantially limits one or more major life activities or major bodily functions. No accommodation is needed. 2) The student has a physical or mental impairment that substantially limits one or more major life activities or major bodily functions and an Individual Accommodation Plan (I.E.P.) will be developed.

What are the responsibilities of the Section 504 building representative? 1. To coordinate referrals, evaluations, and annual review team meetings 2. To assist in the development of Individual Accommodation Plans (I.E.P.). 3) To serve as a resource to the staff and families in the building. 4) To maintain and transfer all 504 plans and files.

What are the responsibilities of the teacher for a student with a Section 504 IAP? The teacher must implement all provisions of the IAP. Failure to do so causes the school and district to be out of compliance with the federal mandate. The principal is responsible for ensuring that the IAP is implemented.

VII. SPECIAL EDUCATION GUIDELINES

M.S.A.D. #60 seeks to ensure that all children within its jurisdiction are identified, located, and evaluated who are school-age 5 through the school year in which they turn 22 and who require special education and supportive assistance -- including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or seven consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade.

The school unit's Child Find responsibility shall be accomplished through a unit-wide process, which, while not a definitive or final judgment of a student's capabilities or disability, is a possible indicator of special education needs. This may include recommendations from a Response to Intervention Team, which has attempted interventions and collected data on the student in an attempt to promote school success before referral. The final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the I.E.P. Team.

This Child Find process shall include obtaining data on each child through multiple measures, direct assessment, and parent information regarding the child's academic and functional performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing, and cognitive skills.

If the Child Find or Response to Intervention process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the I.E.P. Team to determine the student's eligibility for special education services.

School staff, parents, or agency representatives or other individuals with knowledge of the child may refer children to the I.E.P. team if they believe that the student, because of a disability, may need special education and supportive services to benefit from regular education. Such a referral should follow the school unit's pre-referral and referral policy.

References: 34 C.F.R. § 300.111 (2006); Me. Department of Educ. Reg. ch. 101, IV(2) (May 2012).

VIII. NOBLE 8 HANDBOOK ADDENDUM

Grade 8 students must abide by all of the expectations, rules, and policies detailed in the Noble High School Student handbook with the following exceptions/additions:

Academic Warning Letters / Report Cards: Students who are in danger of not earning a passing grade for the grading period will have a letter sent home detailing the student's academic status. All parents can access their student's grades through their Infinite Campus login. Parents can obtain an infinite campus username and password by visiting http://www.msad60.org/infinite_campus.

Dances: Only students who have been in attendance on the day of the dance are permitted to attend. Students suspended from school or issued a Saturday detention will be unable to attend a dance during the suspension or on the weekend of a Saturday detention. In addition, students are expected to maintain good academic standing to attend. Students who are not meeting the standard in more than one (1) class will be ineligible to participate in dances until the student's academic standing has improved.

Staying After School: Students may stay after school only for organized activities supervised by adult staff members. Students are expected to report to the supervising adult immediately after the school day ends and remain under adult supervision until the student is picked up by a parent or until the late bus run arrives.

Grading: Students are given final grades at the end of each semester. Parents and students will receive information on course standards within the first week of each semester. Students who struggle academically may be required to meet with the Academic Review Committee to develop a supportive action plan.

Grade Scale:

Grade/Level of Proficiency:

Performance Description:

The student has mastered the targeted skills and knowledge for the grade level.

A + 99% - 100% Distinguished Understands and applies key concepts and skills with sophistication, consistency, and independence, using challenging texts, sources, or materials

A 96% - 98% Distinguished

A - 93% - 95% Distinguished

Grade/Level of Proficiency:

B + 91% - 92% Advanced **Performance Description:** The student has consistently demonstrated the targeted skills and knowledge for the class and can apply them at the advanced level as described by the class' rubrics using grade-level or higher texts, sources, or materials.

B 88% - 90% Advanced

B - 85% - 87% Advanced

Grade/Level of Proficiency:

C + 83% - 84% Basic **Performance Description:** The student has demonstrated the targeted skills and knowledge at a basic level and can apply them at an acceptable level as defined by the class' rubrics.

C 79% - 82% Basic

C - 75% - 78% Basic

NM 0% - 74% Has not met Has not met the content standards.

Honors Option – **(H)** Available in some courses. Students may contact their teachers regarding this option.

Standards & Proficiency-based Grading - Noble High School is committed to improving its practices to provide effective education to all students. Our grading system is proficiency and standards-based. This provides a clear picture of students' skills, knowledge, and work habits. Students must demonstrate proficiency in meeting state standards in all content areas to graduate from high school.

All academic subject areas in Maine's public schools have standards. Standards define what a student should know and be able to do at each grade level.

All students will receive two grades in each class:

- (1) a grade based upon the cumulative average of each academic Graduation Standard;
- (2) a grade for Work Habits.

Students' overall GPA will only be based on the grades in the academic Graduation Standards in all classes.

For grade 8 students earning high school credit in **math** and/or **world language**** **ONLY:**

Students must demonstrate **basic proficiency (75%)** in **all** of a course's Graduation Standards to receive credit for the course (i.e., in core courses and/or required globals).

- If a student's cumulative average within a course is above 75%, but the student has a failing average in one or more Graduation Standards, the course grade will be preceded by the letter **"I" for "Incomplete."**
- Students can only graduate after all "Incomplete" notations have been removed from their grades.
- Students may remove an "Incomplete" notation by attending Standards Recovery Classes to demonstrate proficiency in the previously unmet Graduation Standards; these courses are available during the school year and during the summer.

****Note:** All students in the Class of 2020 (and beyond) must now earn ½ credit in a world language in order to graduate from Noble High School.

Discrimination against and harassment of school employees because of race, color, sex, religion, ancestry or national origin, age, disability, or sexual orientation are prohibited. Discrimination against and harassment of students because of race, color, sex, religion, ancestry or national origin, disability, or sexual orientation are prohibited. The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and others having access rights to school premises and activities. The M.S.A.D #60 School Department Affirmative Action Plan will include the designation of an Affirmative Action Officer 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.

M.S.A.D #60 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.

X. STUDENT RECORDS

1. MSAD #60 complies with the Family Educational Rights and Privacy Act of 1974 (PL 93-380). Parents and eligible (18 years old) students are advised of their rights as follows: Notification of Rights Under F.E.R.P.A.

The Family Educational Rights and Privacy Act (F.E.R.P.A.) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(A) The right to inspect and review the student's education records within 45 days of the day M.S.A.D #60 receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(B) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask M.S.A.D #60 to amend a record that they believe is inaccurate, misleading, or in violation of a student's right to privacy. They should write to the school principal and identify the parts of the record they want to be changed, and specify why it is inaccurate or misleading.

If M.S.A.D #60 decides not to amend the record as requested by the parent or eligible student, M.S.A.D #60 will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(C) The right to consent to the disclosure of personally identifiable information contained in the student's education records, except to the extent that F.E.R.P.A. authorizes disclosure without consent. One expectation that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

As required by Maine law, M.S.A.D #60, upon request, sends student educational records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained.)

(D) The right to file a complaint with the U.S. Department of Education concerning alleged failures by M.S.A.D #60 to comply with the requirements of F.E.R.P.A. The name and address of the Office that administers F.E.R.P.A. is: Family Policy Compliance Office: U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605

(E) M.S.A.D #60 may make public at its discretion personally identifiable information from the educational records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information: the student's name, participation in officially recognized activities and

sports, weight and height of athletes, and honors and awards received. Such information will not be disclosed if the parent of the student informs the school unit in writing within 10 days of the first student day of the school year or within 10 days after enrollment, that such information is not to be designated as directory information with respect to that student. Any such notice should be sent to the Superintendent of Schools at the following address: M.S.A.D #60 P.O. Box 819 North Berwick, ME 03906

(F) Federal law permits military recruiters and institutions of higher learning to request and receive the names, addresses and telephone numbers of high school students upon request unless the student's parent or eligible student notifies the school unit that he/she does not want such information released. Such information will not be disclosed if the student's parent or eligible student notifies the school unit in writing, that such information should not be released without his/her written consent. Any such notice should be sent to Noble High School, 388 Somersworth Road, North Berwick, ME 03906

(G) Under Maine law, M.S.A.D #60 shall not publish on the Internet without written parental consent any information whether directory or otherwise, that identifies a student, including but not limited to the student's full name, photograph, personal biography, email address, home address, date of birth, social security number and parent's names.

M.S.A.D #60 maintains a more extensive policy and procedure concerning educational records. This policy and procedures can be obtained by contacting the Superintendent of Schools.

Any decision or action of the Board of Directors of M.S.A.D #60 or its agents may be grieved by appeal to (1) the Principals, (2) the Superintendent, (3) the Board of Directors. If the grievant is not satisfied with the answer received at the first level, he/she may pursue the matter to the next levels in order. If no Principal is involved, the appeal may be made directly to the Superintendent. Appeals may be presented orally or in writing and must include what is being grieved, who is grieving, and what remedy is desired. The answer will be given normally within a two-week period. Grievances relating to sex discrimination under Title IX may, if desired, be referred directly to Office for Civil Rights, U.S. Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491. This notice is available in large print or audiotape from the ADA/504 Compliance Coordinator.

XI. ANNUAL NOTIFICATION OF ASBESTOS- CONTAINING BUILDING MATERIALS

M.S.A.D #60 has inspected all school buildings for the presence of suspected asbestos-containing building materials in accordance with the Asbestos Hazard Emergency Response Act (A.H.E.R.A.) EPA 40 CFR 763. A written plan for the management of these materials has been maintained by Environment Safety & Hygiene Associates, Inc. of Westbrook, Maine. The plan is available for inspection by the general public at the Central Office of M.S.A.D #60, 21 Main Street, North Berwick Maine. The plans may be inspected during normal office hours: an appointment should be made. Copies of the plans can be provided at a cost of 10 cents per page. The plan is a guidance document outlining operational procedures designed for the proper maintenance and safety of all people who work, study or otherwise present in the following facilities: Noble Middle School, Mary Hurd School, Lebanon Elementary School, Hanson School, and Central Office. The materials are bi-annually inspected for a change in condition during six-month periodic surveillance is conducted in March and September. Any questions or concerns should be addressed to Ms. Audra Beauvais, LEA Asbestos Coordinator at 207-676-2234.

XII. PEST CONTROL AND PESTICIDE USE

Pest Control

Because pesticides pose risks, our schools use an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our schools focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area with pest problems to keep the pests from becoming established. Some techniques we will use include non-toxic pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, and – as a last resort – pesticides. This holistic approach is often called Integrated Pest Management (I.P.M.). Accordingly, we have contracted with Atlantic Exterminating, an I.P.M. Certified Company – to implement and administer our I.P.M. program.

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the schools will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents and guardians and staff have a right to know.

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the schools. To receive a notification, you must be placed on a notification registry. Notification will be given at least five days before planned pesticide

applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

Each school also keeps records of pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy, and Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our I.P.M. Coordinator Kevin Moore at 207-676-2843.

For additional information call the Board of Pesticides Control at 207-287-2731 or visit the Maine School I.P.M. Website at www.thinkfirstspraylast.org/schoolipm.

XIII. DENIAL OF CONSENT TO RELEASE STUDENT INFORMATION

Federal law and regulations pertaining to family educational rights and privacy allow schools, without prior consent, to release at their discretion information from student educational records that have been designated by the school system as "directory information." M.S.A.D #60 has designated the following as "directory information": student's names, participation in extracurricular activities, date of attendance at local school units, and honors and awards received.

In addition, the "No Child Left Behind Act of 2001" contains provisions that require the school unit to provide student's name, addresses and telephone numbers to **military recruiters and institutions of higher learning** when requested to do so, unless the student's parent/guardian or student 18 years of age or older requests in writing that such information not be released.

Each year, Noble High School students participate in a number of surveys local, state, and national surveys to assist us in improving educational practice and policies.

If you DO NOT want this information released or surveys completed, please complete the form mailed to you in August and return it to Main Office, Noble High School, 100 Noble Way, North Berwick, 03906

XIV. DENIAL OF CONSENT FOR PUBLICATION OF PHOTOGRAPHS/MEDIA AND USE OF STUDENT NAMES

Parents are mailed a form in August to deny the use of their child's name or images in school publications, teacher training videos or to newspapers and television stations.

If you DO NOT want this information released or surveys completed, please complete the form mailed to you in August and return it to the Main Office, Noble High School, 100 Noble Way,, North Berwick, 03906.

XV. FIELD TRIP INFORMATION

Parents are mailed a form in August asking for permission to participate in school-day field trips.

If you would like your child to participate in field trips, please sign this form and return it to Main Office, Noble High School, 100 Noble Way, North Berwick, 03906

XVI. POST SECONDARY COURSE ENROLLMENT

Noble students are encouraged to enroll in early college courses at York County Community College. Students who do enroll receive both high school and college credit if they pass the course.

Participation Guidelines:

- Must be a junior or a senior at the time of making the request.
- Has obtained parent and counselor approval for enrollment in the class.

Participation Protocol:

Prior to registering for a college course, the student and his/her counselor should follow these steps:

1. Students and counselors discuss the option of taking a college-level class. (Dual Enrollment, Acadam-E, etc.)
2. Student discusses the college course option with parent(s) and gets his/her signature on the appropriate college forms.
3. Students make course selection(s) using course description info and any other pertinent information. The student must submit the appropriate paperwork to the college.
4. The student is responsible for submitting course grades to the counselor who submits to the NHS Registrar.

XVII. THE STUDY OF CONTROVERSIAL ISSUES

As a public institution, MSAD #60 schools have a responsibility to provide for the study of controversial issues. A controversial issue is defined as an issue that is of community concern, and which may generate strong opposing viewpoints. Such issues should be carefully studied and adequately discussed to develop student abilities in reflective and responsible thinking. Facing issues without prejudice and withholding judgment until facts have been gathered, considered and conclusions drawn are valuable student outcomes in our educational system.

To provide for the study and discussion of controversial issues, the schools must maintain a nonpartisan, neutral position. If controversial issues are presented or discussed in school classrooms, such study shall be objective and scholarly. Teachers shall ensure that students have the opportunity to collect and assemble factual information on the subject; to interpret the data without prejudice; to consider assumptions, claims and differing points of view, and to reach their own conclusions. Students must be encouraged to search for the facts as well as to form, express, and justify their personal views on controversial issues.

Teachers may express personal views regarding controversial issues, but they must clearly identify their personal opinions as such. Further, teachers have an obligation to:

- A. Assist students in achieving scholarly competence;
- B. Teach based on factual information;
- C. Help students develop a respect for factual knowledge as the basis for critical thought;
- D. Avoid discussion of issues beyond the comprehension and maturity of students;
- E. Lead students to recognize that some problems and issues escape easy solution; and
- F. Demonstrate deep respect for the dignity of each student and his/her right to express opinions without jeopardizing relationships with the teachers of the school.

Administrators and teachers are expected to adhere to established guidelines for the study of controversial issues.

STUDY OF CONTROVERSIAL ISSUES GUIDELINES

The teaching of controversial issues requires responsible action on the part of the teacher to his/her students, the principal to the school, and the school to the community.

Teachers shall adhere to the following guidelines:

- A. The issue shall be within the framework of the MSAD #60 district philosophy and reasonably related to the established instructional program.
- B. The issue shall be consistent with the students' maturity and educational needs.
- C. The discussion shall contribute significantly to developing the skills of critical thinking and problem-solving.
- D. The presentation of the material shall be impartial and objective.
- E. Materials shall be based upon factual information and a variety of viewpoints.
- F. Teachers shall consult with the principal before presenting controversial issues.

In the event that a concern with the teaching of a controversial issue is expressed, the following procedure shall be followed:

- A. Discussion with School Principal
 1. A conference will be held between the person expressing a concern (citizen, student, or parent), the teacher and the principal in an attempt to resolve the issue and to promote mutual understanding.
 2. The principal will prepare a written report on the results of this conference and submit the said report to the Superintendent's office. A copy will also be provided to the citizen/student/parent and the teacher involved.
- B. Appeal
 1. If the result of the initial conference with the principal is unsatisfactory to the complainant or teacher involved, he/she may submit a written appeal to the Superintendent.
 2. The Superintendent will refer the complaint to a Review Committee. The Committee members will be appointed by the Superintendent and will include a parent, a representative from the appropriate Curriculum Review Team and an Assistant Superintendent.
 3. The Review Committee shall meet with the concerned parties, examine conflicting views and prepare a report. The report shall contain the recommendation of the Committee
 4. The Superintendent will review the report, make a decision about the complaint, and forward the decision to the parties and the Review Committee.
- C. Final Appeal to the Board of Directors

1. If the decision of the Superintendent does not satisfy the complainant or teacher, the complainant may request in writing that the Board review the appeal at the next regularly scheduled Board meeting.
2. The Board will review the Review Committee report, the decision of the Superintendent, and the appeal of the complainant/teacher involved, and make such investigation as the Board deems necessary. The Board will make a final determination on the complaint, and all parties will receive notification of the results in writing.

D. Second Challenge

If the same issue is challenged at a future date, the principal and a representative of the Review Committee will examine the previous decision in light of any new information presented. If they find any significant difference in the new challenge, the Review Committee may review the matter again. Otherwise, the original decision will stand, and a copy will be sent to the complainant, explaining that the issue has already been evaluated.

XVIII. NOBLE HIGH SCHOOL ATHLETIC HANDBOOK

This handbook is designed to familiarize students and parents with the policies and expectations of the Noble Athletic Department. All required forms must be viewed and completed online by the student-athlete and a parent/guardian. A physical examination must be administered either by the school health center or a personal physician. All students are required to have medical insurance. Physical exams must be up to date (within two calendar years) and on file with the Noble Health Center to meet the Athletic Department requirements.

Student-athletes will not be allowed to try out, practice, or participate until all forms are completed and submitted to the Noble Athletic Department.

Athletic Offerings

Fall Sports

Cheering (Pep)
Cross Country (boys & girls)
Field Hockey
Football

Fall Sports

Golf
Soccer (boys & girls)
Volleyball
ESports

Winter Sports

Basketball (boys & girls)
Cheering (Competition)
Ice Hockey

Winter Sports

Indoor Track (boys & girls)
Unified Basketball
Wrestling (boys & girls)

Spring Sports

Baseball
Lacrosse (boys & girls)
ESports

Spring Sports

Outdoor Track (boys & girls)
Softball
Unified Bocce

Interscholastic Sports Philosophy: Interscholastic athletics play an integral role in the complete high school educational experience. In administering the athletic program, efforts will be made to offer those activities that meet the needs and interests of the students, to provide the best possible facilities, and to provide qualified coaching personnel. The health and welfare of the participants are the primary concerns of the athletic program.

The interscholastic athletic program at Noble High School is a key part of Noble's co-curriculum offerings. The program provides opportunities and emphasizes goals that are difficult to duplicate or achieve in other high school activities. The coaches of interscholastic sports can achieve many educational goals outside of the classroom with small groups of highly motivated students. For many students, athletics provides an opportunity for rich and enduring learning experiences.

M.S.A.D. #60 seeks to develop responsible decision-makers, teach the essential skills necessary to meet the demands of a changing world, and develop caring and contributing members of a multicultural world. This mission guides the work of the athletic department and our coaches. The academic success of all student-athletes is one of the department's top priorities.

In addition to academic success, the athletic department strives to develop: sportsmanship, leadership, work habits, a competitive spirit, a winning attitude and team, and school loyalty. Our athletes are also expected to display ethical conduct and fair play by showing respect for fellow players, coaches, officials, opposing teams, and fans. Finally, student-athletes are expected to be model students in the classroom through their effort and their respect shown to school staff, and adherence to school rules and expectations.

Athletic Program Goals:

- To provide students with the opportunity to engage in competitive activities and to come to understand that the word "compete" is derived from Latin words meaning "to strive together."
- To provide students with the opportunity to experience self-discipline, sacrifice, and dedication as a means of achieving goals.
- To provide students with the opportunity to exemplify good sportsmanship as a means for learning good citizenship and respect for others.
- To provide students with the opportunity to experience working as a team member to achieve a goal.
- To provide students with the opportunity to experience both winning and losing.
- To demonstrate to students that real, lasting satisfaction comes not so much from "winning" but from knowing that you did your best.
- To provide students with the opportunity to experience a feeling of self-worth and to develop self-confidence.

- To provide students with the opportunity for experience in problem solving and decision-making.
- To provide students the ability to socialize and engage in activities with other students they may not work within the classroom.
- To provide students with the opportunity to develop a desire to succeed and excel.
- To provide students with the opportunity to have a positive rallying point for the school in order to help them develop school loyalty and a sense of participation in a larger whole.
- To instill in students the importance of their academic pursuits by consistently placing academics as the number one priority of all Noble High School student-athletes.

Coaches' Rules: Coaches may establish additional rules beyond those outlined in this handbook for their teams. Such rules will be explained to the athletes at the beginning of the season. Any suspensions or dismissals from a team will be discussed with the Athletic Director before they are imposed. Every student wishing to take advantage of the athletic program at Noble High School should make certain that he/she is well aware of the rules and obligations that they are assuming before deciding to become a team member. Parents should also be familiar with these rules and obligations. Each student must realize that participation in athletics at Noble High School is a privilege and not a right. The student-athlete is allowed the privilege of representing his/her school as long as the athlete adheres to the expectations of the program and the team.

Sports Season Participation: A team member may not compete on a non-Noble team while he/she is a member of a school-sponsored team without the permission of the coach and the Athletic Director. For example, (A.A.U., Travel Teams, etc.) School-sponsored athletic teams come first. A student may only change sports during the season with the approval of both coaches and the athletic administrator. If such a change is to occur, it should happen within three weeks of that particular sport's starting date. Athlete's may participate in two school sponsored sports within the same season as long as they have received written approval by the Athletic Director, Principal & coaches within the first week of the start of the sport season. Dual sport athletes must designate a primary and secondary sport. The athlete must attend all practices and competitions each week for designated their primary sport and attend two practices and competitions each week for their designated secondary sport. Dual sport athletes who become academically ineligible during the sport season will lose their dual sport status and will be required to participate in their designated primary sport upon successfully returning from academic probation.

Pre-Season/Tryouts:

Students who fail to attend practices/tryouts during the 1st week of a sports season are ineligible to join a team after the completion of the first week of the season. The only exceptions to this rule are special circumstances approved by the athletic administrator and transfer students who meet compliance with all MPA guidelines in order to be eligible to participate.

Practice Attendance: Attendance at every practice is expected. Coaches may establish additional guidelines and expectations for practice attendance. Violation of these guidelines may result in a playing time consequence or dismissal from the team.

Attendance: Regular school attendance is required of all student-athletes. To participate in practice, the student **MUST** be on time and attend their full academic schedule on the day of the practice unless it is an excused absence. To participate in a competition, the student **MUST** be on time and attend their full academic schedule the day before and the day of the competition unless it is an excused absence. An excused absence would include a family funeral, a medical appointment, or an extreme reason validated by the Principal or Athletic Director. If a student does not take the necessary steps ahead of time to get permission for an excused absence, the absence will be considered unexcused.

Athletics During Vacations: The Noble Athletic Department and coaches expect athletes to be at all practices and contests during vacations. We ask for the cooperation of parents in assisting the athlete in this commitment. Absence during vacations could affect an athlete's status (i.e., playing time, position) on a team as other players continue to work hard and improve.

Conduct: Athletes who receive technical fouls, yellow cards, excessive penalty minutes, or other penalties for unsportsmanlike behavior may be suspended from game participation and will meet with the Athletic Director to determine an appropriate course of disciplinary action.

Injuries: Each athlete should report all injuries to their coach as well as the athletic trainer. Any athlete who is injured and/or has received care by a physician at either the emergency room/clinic or MD office **MUST** have written orders of clearance to play confirmed by the same physician before returning to the sport. The athletic trainer will have the final say in the athletes' participation in activities.

Memberships:

- National Federation of High Schools
- Maine Principals' Association
- Southwestern Maine Activities Association
- NEASC (New England Association of Schools and Colleges)

Equipment/Uniform Policy: Athletes are responsible for missing equipment and/or uniforms. An athlete will not be allowed to participate in any extracurricular activity until all equipment has been returned. Any lost uniform or equipment will be replaced by the athlete or athlete's family at replacement cost. Noble uniforms are not for sale, and a uniform will be confiscated when it is recognized in the possession of an unauthorized person.

Transportation Policy: Team members must ride to and from away contests in transportation provided by M.S.A.D. 60. Exceptions may be made for special circumstances. Noble student-athletes may not transport themselves to school events.

Hazing: Hazing is to harass or humiliate (as in an initiation) and will not be tolerated. The coach and the administration will deal with any form of hazing performed by Noble athletes.

Team Selections: The coaching staff (under the leadership of the head coach) will select teams. The selection process and evaluation criteria will be made clear to the students before the evaluation period begins.

Team selection is the coaches' responsibility and will not be discussed with anyone other than the athletes.

General Conduct: General conduct in and out of school does not discredit the participant, team, athletic program, or school. The student-athlete is representing Noble Athletics. Consequences for these and/or other actions may result in loss of playing time, suspension or dismissal from the team. If the student athlete's behavior warrants a Noble staff member to administer a disciplinary action (detention, in or out of school suspension), the student-athlete can expect to receive a consequence.

Awards – High School Athletics

To be eligible for awards, a student must have completed the entire competitive season in good standing. A Varsity Letter and sport-specific pin are presented to athletes who have met the criteria pre-established by the Noble Athletic Department for lettering in a varsity sport.

- Second-year letter winners receive a bar.
- Third-year letter winners receive a bar.
- Four-year letter winners are awarded a Four Year 'Star' Pin from the Noble Athletic Department.
- Captains / Managers will receive a corresponding pin
- All-Conference Scholar-Athlete Certificates will be presented to those student-athletes who qualify under conference standards (Seniors only)
- All-Conference Certificates will be given to those student-athletes who qualify under conference standards
- There are two awards that the Noble Athletic Department recognizes for varsity sports: the Noble Award and the Coach's Award

Any awards above and beyond these two are supported through the individual sports boosters.

General Information in Meeting Award Requirements:

- All awards will be given if, in the judgment of the awarding coach and the Noble Athletic Department, the athlete's performance merits an award
- No athlete will be granted an award who has not complied with all training and citizenship policies established by the Athletic Department and Noble High School.
- Seniors may be granted awards at the discretion of the coach based on years of service/dedication to the program.

Additionally, a varsity letter can be awarded for the following reasons: participates on a State Championship team or participates in varsity competition, then gets injured, and the coach feels that the player would have met the guidelines for attaining a varsity letter before the injury.

Awards may be withheld if:

- The athlete has not returned all school-issued uniforms and/or equipment
- The athlete has not finished the season in good academic and/or behavioral standing
- The athlete was suspended during the season for academic and/or behavioral issues

Athletic Participation Fee Structure:

The activity fee for each season must be paid in full before the first countable contest for the sport.

Fee for students qualifying for reduced lunch assistance:

\$35/student/sport

\$20/student/sport

Fee for students not qualifying for free & reduced assistance:

\$75/student/sport

\$35/student/sport

Students who receive free lunch will not owe an activity fee.

The family cap on participation fees is \$300 for the school year. Athletic fees must be paid before the first countable contest for each sports season.

High School Academic Eligibility: The following are the requirements for eligibility for interscholastic and other activities:

A. The first condition of eligibility shall be imposed by the Maine Principals' Association (MPA) as follows:

Students:

- Must meet the eligibility rules established by local school authorities;
- Must not have reached twenty (20) years of age;
- Must have attended an approved secondary school or equivalent for eight (8) semesters (consecutive from the time of the student's first registration in high school) i.e., grade 9;
- Must not have competed in activities under an assumed name, for money or similar consideration, or in activities not approved by national, state, or local authorities and
- Must meet MPA residence guidelines.

B. Local eligibility:

- Students must be passing five (5) classes at all times to be considered academically eligible to participate in co-curricular activities.
- Eligibility at Noble High School is determined at the beginning of the sports season and will be checked at least one additional time during the season.
- Students must be in good standing in terms of general behavior in Noble High School.
- Students must be regularly enrolled at Noble High School or be approved by the Commissioner of Education as a homeschooled student in the school district.
- To be considered regularly enrolled, a student must carry a minimum of five full-time courses (or the equivalent).

C. These regulations shall pertain to all activities sponsored by the school at first team, junior varsity, or varsity levels.

D. Students who are ineligible will be placed on **Academic Probation** status for two weeks (10 school days) and will miss at least a minimum of one contest. While on academic probation, the student-athlete will not be allowed to participate. Students who are on academic probation are expected to recover their grades to meet the requirements prior to being allowed back on the team. At the end of two weeks, the Athletic Director will check probationary students' grades. If the student is passing five classes, he/she will be reinstated. If the student is not passing a minimum of five classes, they will be ineligible for the remainder of the sports season and will be removed from their team. Removal from the team means that the student-athlete will not finish the season in good standing and will be ineligible for postseason awards. Grades will be checked at the beginning of each sports season and may be randomly checked for the remainder of the sports season. Any athlete who was previously academically ineligible that is failing at any subsequent grade check may be removed from the team.

E. Summer School - Fall athletes will be able to make up two (2) one half-credit courses in summer school. These credits will count toward the five classes needed to be eligible for extracurricular activities in the fall. An athlete must be passing three classes at the end of the school year to be eligible for the summer school process. Fall athletes who fail to make up the allowable number of credits in the summer (to total five passing classes) will start the school year on probation and be monitored every two weeks.

High School Substance Use/Abuse and Code of Conduct:

Administrative Procedure - The following behaviors by Noble students grades 9-12 who are participating in extracurricular activities are prohibited:

- A. The consumption, possession, solicitation, or illegal transportation of alcoholic beverages;
- B. The use or possession, solicitation of tobacco products, E-cigarettes, Juul's, or similar products;
- C. The use or possession, solicitation of unlawful drugs;
- D. The use or possession of any substance presented as a mood-altering substance, whether legal or illegal. A school nurse, coach, or advisor will be responsible for prescription medications.
- E. Knowingly being present where underage drinking, smoking, or illegal drug usage occurs is in violation. Knowingly being present means remaining in a location where others are illegally using alcohol or drugs and not making a reasonable effort to leave that location. A student who finds himself/herself in a place where alcohol or drugs are being used illegally is expected to leave that location as soon as possible.

- F. Participation in any acts that are not consistent with standards of acceptable behavior stated in the System-Wide Code of Conduct.
- G. Suspensions will carry over from season to season and year to year. When a suspension carries over from one season to the next, students will be allowed to try out for the activity. The suspension will continue once the student has been selected to participate in the activity. The number of days between the end of school and the beginning of the next preseason activity in the next school year shall not be counted as part of the suspension.
- H. All violations are **cumulative** for a student's entire time of attendance at Noble High School and will be monitored by the Athletic Director.
- I. Sports season is defined according to the Maine Principals' Association guidelines or until the activity's end of season banquet or awards ceremony or the beginning of the following sports season, whichever comes first.

Consequences:

First Infraction - The first infraction of any of the above, as determined by the school administration and after due process, shall result in:

- A. A three (3) week suspension (21 days) from participation in all extracurricular activities concurrent with any suspension.
 - The suspension will begin on either the date of the incident or the date that the incident was discovered, whichever is later.
 - The suspension will include a minimum of one game, contest, or performance.
- B. After one (1) week (7 days), students may be able to practice. Students may not, however, participate in games, competitions, or performances. Prior to this, students may have zero contact with their team.
- C. Students will be ineligible to receive individual honors or awards from the school activity and shall forfeit any leadership positions for that particular season.
- D. School and disciplinary infractions may result in additional penalties, up to and including removal from a team, as determined by the Athletic Director and the school's administration.

Second Infraction: A second infraction of the above, as determined by the school administration, and after due process, will result in:

- A. Permanent suspension from all athletic teams for the remainder of that season and/or from all extracurricular activities for the remainder of the school year, concurrent with any suspension provided for in the System-Wide Code of Conduct.
- B. Interscholastic ineligibility for the next two competitive seasons as defined by the Maine Principals' Association.
- C. The student will be ineligible for awards.

Referral Procedures: A referral process exists for students to seek help for themselves (self-referral) or for other students (concerned-person referral) whom they suspect or know are involved with tobacco, alcohol, illegal drugs, or the misuse of legal substances. On the first report of either type of referral (self or concerned person), the student receives help and will be subject to a potential 50% suspension policy. (1st Referral = 10 total days) The Athletic Director will follow up concerned-person referrals with a thorough investigation.

Additional Substance Abuse Prevention Policies: At their discretion, a coach or advisor may check or inspect backpacks, gym bags, and duffel bags. The coach or advisor may exclude from the trip any student who refuses to comply. **SMOKING AND OTHER USES OF TOBACCO PRODUCTS** are prohibited on school property including transportation to, from and during activities.

The term "prohibited substance" shall include, but is not be limited to:

1. Alcohol
 2. Scheduled drugs
 3. Controlled substances (as defined in the federal Controlled Substances Act, 21 USC 812)
 4. Any substance which can affect or change a student's mental, physical, or behavior pattern, including but not limited to volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation) or steroids
 5. Paraphernalia – implements used for distribution or consumption of a prohibited substance
 6. Any look-alike drug or substance that is described as or is reported to be a prohibited substance defined in this section.
- The Athletic Department recognizes that the use of mood-altering chemicals is a significant health problem for many adolescents resulting in negative effects on behavior, learning, and the total development of each individual. Adolescent use and abuse of alcohol and other drugs also affect the development of athletic skills. More importantly, drug and alcohol use presents a real health risk to teenagers and it is our hope that participation in co-curricular activities can help deter students from engaging in this harmful behavior.

Right Of Appeal – Due Process: All athletes with formal suspensions have the right of due process as follows:

- The violator and parent will be advised of the complaint.
- The suspension/punishment will be set forth in writing.
- Suspensions may be appealed by writing a letter to the Athletic Director with a copy to the Principal within four (4) days of the suspension being administered. This letter should request a hearing with the Administrative Council. The Administrative Council will consist of the building Principal, Assistant Principal, and up to two faculty members. Within five (5) school days after the letter is received, the Athletic Director will notify the parents and the participant of the time and

place of the appeal hearing. The Council will hear both sides of the case and will take the action they consider to be in the best interests of the student and the school. During the appeal procedure, the suspension shall remain in effect unless waived by the school Principal.

Parent/Coach Communications: Effective communication requires commitment from students, parents, coaches, and the athletic administrator.

The communication you should expect from your coach:

- Times and locations of practices and contests
- The coach's philosophy
- The coach's expectations (requirements to be part of the team, special equipment, and off-season conditioning)
- Notification if your child is injured during participation
- Notification of removal from the team
- *Appropriate concerns to discuss with coaches:*
 - The treatment of your child
 - Skill improvement and development
 - Concerns about your child's behavior
- *Inappropriate concerns to discuss with coaches:*
 - Playing time
 - Team strategy
 - Playcalling
 - Other student/athletes

Please, do not confront a coach before, during, or following a contest or practice. These can be emotional times for both the parent and the coach and this does not promote objective analysis of the situation.

Any student/fan/spectator exhibiting disruptive behavior, or turning attention away from the contest and onto themselves at a Noble Athletics event will be told to leave the venue immediately, and may not be allowed back to attend other events for the remainder of the athletic season.

**NOBLE MIDDLE SCHOOL (Includes Grade 8)
ATHLETIC EVENTS, RULES, AND REGULATIONS**

The following rules and regulations are specifically designed to provide a healthy and safe atmosphere in which a student may participate in athletics. These rules are standardized for all participants of all athletic teams sponsored by Noble Middle School and MSAD 60. Additional information can be found on the school's athletic website: www.msad60.org/nms

PROGRAM OFFERINGS:

Fall

Boys Soccer (7th & 8th)
Girls Soccer (7th & 8th)
Field Hockey (7th & 8th)
Cross-Country (6th, 7th & 8th)

Winter - 1

Boys Basketball (7th & 8th)
Girls Basketball (7th & 8th)
Winter - 2
Indoor Track (6th, 7th & 8th)
Wrestling (6th, 7th & 8th)
Volleyball "Club" (6th, 7th & 8th)
Competition Cheer (6th, 7th & 8th)
Unified Basketball (6th, 7th & 8th)

Spring

Baseball (7th & 8th)
Softball (7th & 8th)
Boys Lacrosse (7th & 8th)
Girls Lacrosse (7th & 8th)
Outdoor Track (6th, 7th & 8th)

*6th Grade students may practice with Noble Athletic teams designated for 7th & 8th-grade participants only and will be allowed to travel with the team during games (coach's decision) but cannot play in the games.

*Team Managers/Statisticians are considered team members must meet the same requirements as players.

ELIGIBILITY:

Students at Noble Middle School have the opportunity to participate in fall, winter, and spring school sports teams that compete against other schools. Noble Middle School participates in the Southern Maine Middle Schools Athletic Conference (SMMSAC). For more information, visit the middle school conference website: <https://sites.google.com/site/smmsacathletics/>

To be eligible to participate in interscholastic athletics, students must be enrolled at Noble Middle School or be approved by the Commissioner of Education as a homeschooled student in the school district.

Students must meet all requirements of the Maine Principals' Association. A student is no longer eligible when he/she reaches 16 years of age.

ACADEMICS:

Academics come before Athletics. All students are eligible for fall sports at the start of the year.

Grades will be checked at the beginning of each new athletic season. In addition, random checks may be made at any time to check the academic progress of any student-athlete.

Student-athletes must pass a minimum number of classes, including "Globals", to remain academically eligible. Students who are in the 6th or 7th grade must pass FOUR classes, while students who are in the 8th grade must pass FIVE classes. If a student does not successfully pass the required number of classes on a report card, a progress report, or a random check, they are placed on academic probation.

Students who are not passing at the start of the new athletic season may not participate.

ACADEMIC PROBATION:

Academic probation occurs immediately following a grade check. Students on academic probation have up to two weeks (10 school days) to re-establish eligibility. Once a student is placed on academic probation grades may be checked randomly throughout the season. Students who are on academic probation are expected to recover their grades to meet the requirements prior to being allowed back on the team. If the athlete fails to meet eligibility status after two weeks, he or she will be dismissed from the team.

PARTICIPATION REQUIREMENTS:

Before a student is allowed to participate in any program, they must complete the following:

- Physical
- Participation Form (online)
- Passing (meeting the academic expectations)
- Payment of the sports activity fee

ATTENDANCE:

Regular school attendance is required of all student-athletes. To participate in practice, the student MUST be on time and attend their full academic schedule the day of the practice unless it is an excused absence. To participate in a competition, the student MUST be on time and attend their full academic schedule the day before and the day of the competition unless it is an excused absence. An excused absence would include a family funeral, a medical appointment, or an extreme reason validated by the Principal or the Athletic Director. If a student does not take the necessary steps ahead of time to get permission for an excused absence, the absence will be considered unexcused.

GENERAL CONDUCT:

General conduct in and out of school should not bring discredit to the participant, team, athletic program, or school. The student-athlete is representing Noble Athletics. Consequences for these and/or other actions may result in loss of playing time, suspension, or dismissal from the team. If the students' behavior warrants a Noble staff member to administer a disciplinary action (detention, in or out of school suspension, or a loss of privileges), the athlete can expect to receive a consequence.

ATHLETIC EQUIPMENT:

Equipment issued will only be worn when participating in the sport for which it was issued. Participants will be responsible to return all issued equipment. The reimbursement of all lost, unreturned or damaged equipment will become the responsibility of the participant.

TRANSPORTATION:

Team members must ride to and from away contests in transportation provided by MSAD 60. Students will be released by their coach to their own parent or guardian if such a request is received in writing from the parent. If an athlete is going to receive

transportation from someone other than a direct family member, a signed notice from both parties involved must be received 24 hours prior to the event.

SUBSTANCE USE AND ABUSE:

A student-athlete shall not use, possess or furnish: alcohol, tobacco, marijuana, or any other substance defined by law as a drug or “look-alike drug” (including vaping). In addition, the student-athlete may receive other disciplinary actions from the school.

VIOLATIONS:

For the first time offense for substance use, possession, sale, transportation, or being knowingly in the presence of illegal substances, a student will be suspended from the athletic activity for 21 eligible days of participation. For the athlete, the first 7 days of the suspension will be served by the student having zero contact with the team. In the last 14 days of the suspension, the student will be eligible to practice only with their team.

For a second offense for substance use, possession, sale, transportation, or being knowingly in the presence of illegal substances, a student will be suspended for the rest of the school year from all athletic participation.

XIX. N.H.S. ATHLETE’S PLEDGE

Purpose: Participation in athletics is a privilege, not a right. The student-athlete must earn this privilege through dedication, desire, and discipline. The student-athlete must discipline him/herself to be a good citizen and student to achieve athletic excellence. The administration, faculty, and coaching staff at Noble High School believe that a tradition of excellence is established and maintained upon the following principles.

As an athlete in my school, I promise:

- 1. To be a worthy representative of my teammates and coaches, to abide by school and community expectations, and to reflect my team’s values of commitment and hard work.*
- 2. To maintain my health and fitness levels by following the training rules prescribed by the Noble High School Athletic Handbook.*
- 3. To reflect the knowledge that a commitment to victory is nothing without the commitment to hard work in practice.*
- 4. To attend every practice unless excused by my coach.*
- 5. To understand that my future as a responsible adult relates more to my academics than to my athletic activities. My first priority at Noble will always be my schoolwork.*
- 6. To find the time to satisfy my family relationships and responsibilities.*
- 7. To accept the responsibilities of team membership through cooperation, support of my teammates, sharing of responsibilities, engaging in positive interactions with others, and demonstrating mutual respect.*
- 8. To conduct myself with class at all times by expressing my feelings and ideas intelligently and appropriately both on and off the field of play.*

XX. N.H.S. EXTRA-CURRICULAR (NON-ATHLETIC) PLEDGE

Purpose: Participation in extracurricular activities is a privilege, not a right. The students must earn this privilege through dedication, desire, and discipline. The student must discipline him/herself to be a good citizen and student to participate. The administration and faculty at Noble High School believe that a tradition of excellence is established and maintained upon the following principles.

As an extracurricular participant at my school, I promise:

- 1. To be a worthy representative of my school, to abide by school and community expectations.*
- 2. To reflect a commitment to hard work and full participation.*
- 3. To attend every meeting or activity unless excused by my advisor.*
- 4. To understand that my future as a responsible adult relates more to my academics than to my extra-curricular activities, so my priority at Noble will always be my schoolwork.*
- 5. To find the time to satisfy my family relationships and responsibilities.*

6. *To accept the responsibilities of activity membership through cooperation, support of others, sharing of responsibilities, engaging in positive interactions with others, and demonstrating mutual respect.*
7. *To conduct myself with class at all times by expressing my feelings and ideas intelligently and appropriately.*