

LEWISTON HIGH SCHOOL



**STUDENT/PARENT
HANDBOOK
2020 - 2021**

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COVID-19 RETURN TO SCHOOL GUIDELINES FOR STUDENTS & FAMILIES



Addendum to the Student Handbook

UPDATED: 8/21/2020 based on current Maine CDC Guidelines. The School Committee recognizes the unprecedented times in which schools operate and the fluidity of our public health scenario, deputizing the Superintendent to make changes to this document, without Board approval, based on emerging legal or health guidance.

MESSAGE FROM SUPERINTENDENT JAKE LANGLAIS

In response to COVID-19, the Lewiston School Department (LPS) will comply with the guidelines set forth by the Maine Centers for Disease Control (CDC), as well as the State of Maine, including the Department of Education (DOE), which are incorporated herein. These LPS Guidelines will be in effect from August 1, 2020 to December 31, 2020 and will be updated with the latest CDC and State of Maine guidelines. Our goal is to continue to minimize the risk of possible transmission of COVID-19 and safely bring back as many students as possible to an in-person school setting to maximize learning. Therefore, these LPS COVID GUIDELINES are **mandatory** for all students and their families.

The year we are about to embark upon will be a difficult one for students, parents/guardians, and staff. We consider the safety of your children and our staff as our collective responsibility. Staff will be flexible as we undergo processes that were not present in previous school experiences. With a continued focus on positive relationships, meeting our students' social/emotional needs and the overall wellbeing of the "whole child", we strive to successfully meet this challenge. We can do this!

"We have a chance to do something extraordinary.

As we head out of this pandemic we can change the world.

Create a world of love. A world where we are kind to each other.

A world where we are kind no matter what class, race,
sexual orientation, what religion or lack of or what job we have.

A world we don't judge those at the food bank because
that may be us if things were just slightly different.

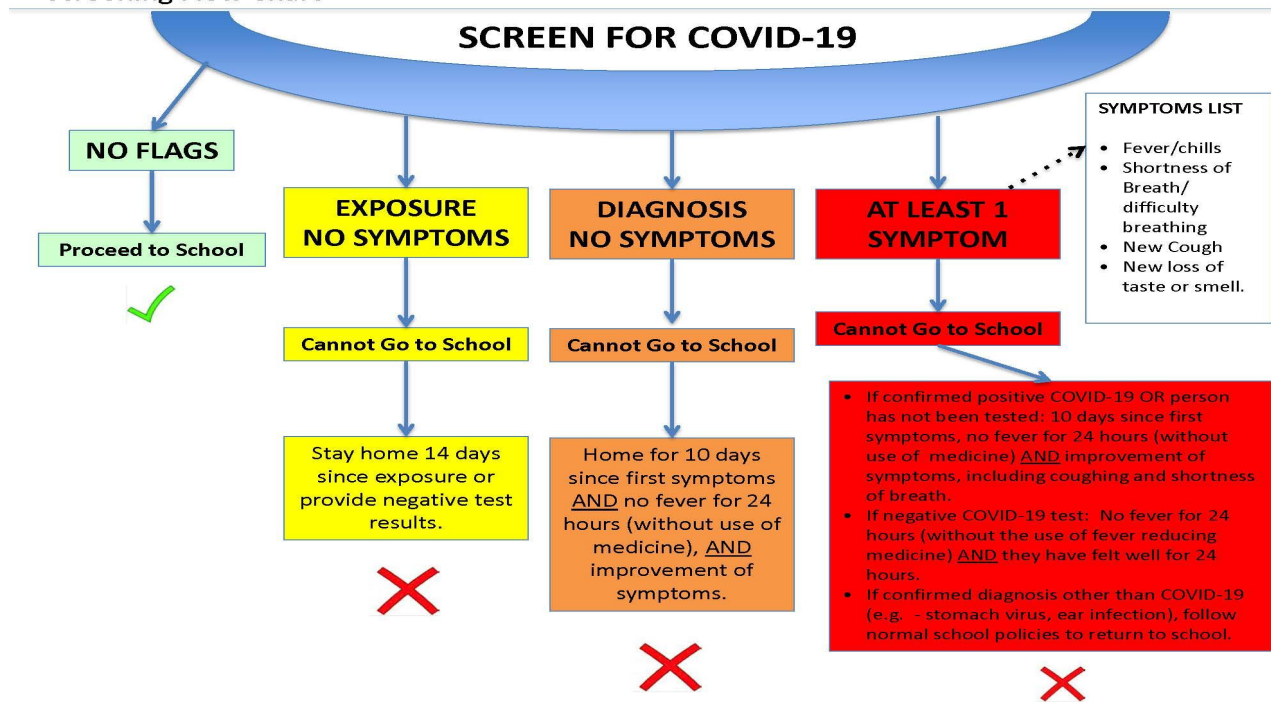
Let love and kindness be our roadmap."

- Johnny Corn

DAILY SELF-ASSESSMENT:

- Prior to boarding the bus or drop-off, Parents/Guardians will need to complete a self-screening assessment daily for their child to check for [symptoms of COVID-19](#). Certain responses will require that a child remain home. In this event, Parents/Guardians should contact their child's School Nurse. The self-screening will be available in paper form or via email.
- *Daily self-assessment questions:*
 - *Am I compliant with state orders from the Governor?*
 - *Have I been out of the state in the last 14 days?*
 - *Do I or have I been living with anyone who is sick or quarantined?*
 - *Do I or have I been around anyone exhibiting these symptoms within the last 14 days:*
 - *Do I or have I had a loss of taste or smell?*
 - *Do I or have I had shortness of breath?*
 - *Do I have a fever or feel feverish?*
 - *Do I have a cough or sore throat?*
 - *Do I feel unwell today?*
- Upon arrival at school, students, staff and visitors may be subject to temperature and/or symptom screening. Students, staff, and visitors with a fever of 100.4°F or higher, or having symptoms that indicate the need to leave school students, staff, and visitors will be sent home. These instances will be reported to the school nurse.
- Parents/guardians should follow the flow chart if ANY COVID-19 symptoms are identified:

Screening Flow Chart



FACE COVERINGS/MASKS:

- All students are required to wear a face covering/mask that covers their nose and mouth when in the presence of others or maintain six (6) feet of distance--about two arm's length-- at all times throughout the day. [See CDC guidance on social distancing](#). Maintaining three (3) feet of distance is acceptable between and among students when combined with the other measures outlined in this list of safety requirements.
- Face coverings must be worn when entering or exiting buildings, while traveling in hallways, and generally when moving about the school. Exceptions may include, but are not limited to:
 - While eating
 - While taking a coordinated mask break and distancing more than 6 feet apart
 - While on the playground, if social distancing allows
 - While participating in music practice, **if** permitted (see latest DOE guidelines)
 - When the student's face cannot safely be covered due to a medical condition in which case a doctor's note must be provided and the student would wear a qualified face shield.
- Appropriate face coverings must be worn by all students utilizing transportation by bus or van.
- All students will be provided with [face coverings](#) (age appropriate design and size). If disposable, these should be replaced daily. If cloth, these should be [washed daily](#). Face coverings are subject to meeting current dress code standards in regards to the appropriateness of language/images, etc.

- Face coverings must be worn appropriately as designed and meet the DOE guidelines.
- Face shields may be an alternative for those students with a medical, behavioral, or other challenges who are unable to wear masks/face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears.

PREVENTION MEASURES:

- All students must practice [proper handwashing guidelines](#) and use hand sanitizer upon entering the school, their classroom, before and after donning or removing a face covering, and throughout the day. Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before and after eating, and after coughing/sneezing and using the restroom.
- All students must practice proper [CDC infection control measures](#):
 - If coughing or sneezing, students must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue.
 - Avoid touching their eyes, nose, or mouth.
 - Avoid touching any surfaces unnecessarily.
 - Refrain from physical contact, including hugs and hand-shakes.
- Restroom procedures will be established at each school to limit the number of students in the hallway and restrooms at one time.
- Students should only bring to school what is absolutely essential for each day. Any items brought to school should fit into a single backpack.
- Classrooms will be reconfigured to allow physical distance with students facing one direction.
- The use of lockers will be structured. Students need to use the lockers assigned.
- Sharing of items (electronic devices, toys, books, and other games or learning aids) will be discouraged and restricted.
- Each child's belongings will be separated from others' and in individually labeled containers, cubbies, or areas.
- Curriculum nights, open houses and back-to-school events will be facilitated virtually and/or in accordance to DOE & Maine CDC guidelines.
- Field trips, assemblies, and other large gatherings will not be allowed.
- See CDC's informational video on how to [Stop the spread of germs](#)
- All these items are "where feasible" given the constraints that may exist in each school.

FOOD DISTRIBUTION/MEALS:

- Students will remain in classrooms for all snacks and meals or other space as determined by building administration.
- Students will maintain six (6) feet of physical distance while eating breakfast and lunch as students will be unable to wear face coverings during these times.

- Students are encouraged to bring a full water bottle each day as water fountains will be closed. Bottles may be refilled using our filling stations (for those schools that have them available). Water filling stations will be sanitized along with all other “common touch” surfaces.
- Shared food is prohibited. Parents are asked only to send food for their child and not class consumption (i.e. birthdays; holiday celebrations).
- Students will be required to practice [proper handwashing](#)/sanitizing prior to eating.
- All food served to students will be covered and individually wrapped, including utensils.

PLAYGROUND USE (ELEMENTARY):

- Use of designated playground equipment and supplies will be allowed under close monitoring.
- Use of face coverings/shields will NOT be required during this time as long as physical distancing is maintained or as determined by building administration.
- Limits will be placed on the number of students on equipment at one time.
- No more than 50 students may congregate in one section of a play area at a time.
- If needed, at least three (3) areas of each playground will be established and student groups will be assigned to remain in each area each day. These areas will rotate so that students are able to use the entire playground over the course of several days.
- Students will wash their hands/use sanitizer before and after using playground equipment.

SPECIAL EDUCATION

- Lewiston Public Schools will plan for special education students, including students with disabilities and English Learners, to ensure they receive necessary services and accommodations.
- Determination of additional PPE requirements will be made by the Special Education Director in collaboration with building administration and support staff based upon the unique needs of each student/situation. Additional PPE may be provided for staff working with young children, students with IEPs or student's with specialized health plans such as, but not limited to:
 - Clear face coverings and/or
 - Face shields
 - Arm protectors
 - Gloves
 - Gowns
 - Plexiglass barriers for student desks in rare situations

TRANSPORTATION

- Parents/Guardians are encouraged to transport their child to and from school, if able.
- Students are required to wear a face covering at all times while on the bus/van, including upon entry/exit.
- Students must use hand sanitizer when they enter the bus/van.
- Families should be vigilant to limit contact between other parents/students at bus stops and direct contact with the bus driver as much as possible by maintaining a six (6) foot distance.
- Students will be seated one student or other household member per seat and distanced according to guidelines with the seat directly behind the driver remaining open. Prohibited seats will be marked. Families will be allowed to sit together.
- Students will be assigned seats and must sit in the seats assigned to them.
- Seats in the back of the bus must be loaded first and then move forward. The bus should be emptied from the front and then the back.
- Students will need to practice social distancing when exiting the bus. The bus driver will establish routines to dismiss by rows.
- Several windows should be slightly opened to improve air ventilation.

- Up to two (2) children are allowed in each van, depending on the size of the van. If a second adult monitor is required, only one (1) child will be allowed. The total capacity of a van should not exceed three (3) people at any given time.
- Bus drivers will clean and disinfect frequently-touched surfaces between uses as much as possible. High-touch areas in buses such as seat backs, handrails, stability poles, bars, windows and window ledges and the possibility of spraying busses between runs as feasible.

PARENTS/GUARDIANS/VOLUNTEERS

- Parents/Guardians will minimize face-to-face meetings by utilizing alternative methods to receive updates (i.e. email, conference call, phone call, web-based meetings).
- Any Parent/Guardian needing to enter the building for an IEP meeting or other important business will need to be screened and should utilize reception windows as main office spaces are restricted to administrative and office staff if accepting guests at the time and by appointment.
- Parents/Guardians will be asked the same screening questions as students prior to entry to any school building. If any response is “yes”, the parent/guardian will not be allowed further access to the building. If allowed into the building, parents/guardians:
 - Must wear a face covering while in the buildings.
 - Must use the sanitizing station upon entry, maintain a social distance of six (6) feet.
 - Must attend to their specific business and leave immediately following.
- Upon entering the building, volunteers must follow the same guidelines as visitors listed above.

TECHNOLOGY

- In a hybrid or remote instruction model, 1:1 devices will be provided to each K-12 student once the asset is available. These devices will be transported by the student between school and home each time there is an in-person session.
- Technology assistance will be available through the schools/district.
- Parents/Guardians agree to return the borrowed devices at the end of the school year, unless otherwise determined, to be cleaned and disinfected.
- Sharing of devices between students will be discouraged. If it is required devices will be sanitized after each shared use.

CLASSROOM SETTING *(If In-Person Instruction Occurring)*

- Classroom seating will be configured with maximum allowable space between students and all desks facing the same direction.
- Elementary and middle school schedules will be developed in a way that will limit student movement and/or interactions between student groups throughout the day.
- Employees will modify instructional plans to reduce student contact, sharing of materials or equipment and maintain appropriate physical distancing to the greatest extent possible.
- Common touch surfaces will be sanitized throughout the day as feasible.

REMOTE INSTRUCTION *(If In-Person Instruction Occurring)*

- Any Lewiston Public Schools student across grades Pre-K-12 will have the option of participating in remote instruction. Remote instruction is available for any student with health and safety concerns, elevated health risks or a family member with elevated health risks.
- Lewiston Instructional Staff (Teacher or Ed. Tech. III) will lead these classes.
- These remote learning programs will be fully graded and credit bearing.
- Students who elect to participate in this remote instruction program to begin the 2020-21 School year must remain in the program at least through the end of the first quarter or trimester. This is for planning purposes. Appeals can be made to the building administrator if needed.
- Assigned instructional staff will also coordinate to ensure programs such as Special Education, 504, RTI, or ELL programs are provided to students remotely as needed.

WHEN SOMEONE IS SICK

- Parents/Guardians will avoid exposing others by ensuring their child remains home if they experience any [signs or symptoms of Respiratory Illness](#) or a fever of 100.4°F or higher. *Please refer to the reporting student illness flow chart above.*
- Attendance recognitions will not be given this school year to avoid motivations that would otherwise incentivize a student to attend school regardless of the presence of symptoms. For the wellness and health of others we want everyone to follow the self-check guidelines above.

- Students will not be penalized for missing school when required to stay home under these guidelines. School nurses will ask about symptoms when absences are reported.
- If a student develops a fever during school hours, a medical isolation room is designated in all schools for students to wait for their parents to pick up their child immediately. Other accommodations may be available through the building administration.
- Students should not return to school unless they are fever free for 24 hours (1 day) without fever-reducing medication and symptom-free for 24 hours.
- Any area used by a sick person will be closed until proper disinfection has been completed.

THE OPTION FOR TESTING FOR COVID-19:

- If you feel you need to be tested you should call your primary care provider or:
- LPS has established a relationship with Community Clinical Services.
- Community Clinical Services is an affiliate of St. Mary's Health System. CCS includes B Street Health Center, a primary care office located in the downtown, CCS Pediatrics, CCS Family Health, CCS Psychiatry and CCS Dental, all of which care for many LPS students. CCS also includes School-Based Health, housed within LPS via a longstanding partnership with the schools. There is currently a temporary COVID testing facility housed at B Street serving patients from throughout St. Mary's, as well as St. Mary's Urgent Care in Auburn where anyone can get a COVID test. They can be reached at (207) 753-5400.
- Testing can alleviate the stress related to having symptoms.

EXPECTATIONS IF TESTED POSITIVE FOR COVID-19:

- Parents/Guardians will notify the School Nurse if their child, or anyone in their household, has been confirmed to have COVID-19. As a response to protect the health and safety of our students and staff, areas will be sanitized and Maine CDC guidelines followed to notify all families and employees that may have been exposed to the student in the most confidential manner possible using Maine CDC definition for potential exposure.
- Under the current Maine CDC guidance, a student who has tested positive for COVID-19 will NOT be able to return to school until:
 - the student has gone 24 hours (1 day) without exhibiting symptoms of COVID-19, AND at least ten days have passed since the student's symptoms first appeared;
 - OR***
 - the student has received two negative COVID-19 test results from specimens taken more than 24 hours apart.
 - AND***
 - Documentation of medical clearance will be required to return to school and must be submitted to the School Nurse.

- Students who have had close contact with someone who tests positive for, or is diagnosed with, COVID-19 must isolate at home and monitor symptoms for 14 days. Close contact is defined as “any individual who has been closer than six (6) feet for more than 15 minutes.”
- Depending upon circumstances, this could include entire classrooms, clubs, bus routes, playground groupings, or cafeteria groupings.
- Students returning from illness related to COVID-19 will be required to check in with the school nurse and school administrator.
- The school will work closely with Maine CDC on all contact tracing and other related protocols.
- During the time students are out of school, arrangements will be made to ensure they do not fall behind in their learning (i.e. remote instruction or make-up work following a healthy return).

EXPECTATIONS IF REQUIRED TO QUARANTINE:

(Still being determined based on Remote Instruction Enrollment)

- If an individual student is required to quarantine, they will be provided the option to transition into remote instruction and, if they participate, those days will not be counted as absences.
- If a classroom or multiple classrooms are required to quarantine due to a positive test, impacted students will transition to remote instruction during the quarantine period. If a student participates, those days will not be counted as absences.
- Students who have traveled out of state to those states not listed in the most up-to-date Governor’s orders must isolate at home and monitor for symptoms for 14 days before being able to return to school. If students participate in remote learning during the quarantine, those days will not be counted as absences.

TRAINING VIDEOS FROM THE CDC

- [How to Wear a Cloth Face Covering](#)
- [Cloth Face Coverings Do’s and Dont’s](#)
- [Handwashing](#)
- [Social Distancing](#)
- [Stop the Spread of Germs](#)
- [Know the Symptoms of COVID-19](#)
- [Tested Positive for Covid: When it is ok to Return to School](#)
- [Taking Care of Your Daily Health During COVID-19](#)

September 2020

Dear Students and Parents:

Welcome to a new school year at Lewiston High School! We offer many opportunities for students to grow and learn in a safe and supportive environment. I encourage students to make use of the opportunities offered at LHS and to become involved in all that Lewiston High School has to offer. I strongly encourage students to get involved in school based opportunities including athletics and co-curricular activities. Students who become actively engaged in co-curricular and extra-curricular activities excel academically, socially and have a rewarding secondary school experience.

The information policies and procedures outlined in this handbook are intended to provide each student with the greatest opportunity to enjoy success in school. The rules and expectations of the school are intended to provide a safe teaching and learning environment for all students. As a student at Lewiston High School, you are a member of the Blue Devil school community. Respect for yourself, respect for others, respect for public property, awareness of the cost of education to the citizens of Lewiston and consideration for the rights and welfare of all members of the school community is the foundation for all student behavior.

This handbook is not intended to be an all-inclusive list concerning the student code of conduct. Rather, these are the more common guidelines, policies, procedures and expectations for students attending Lewiston High School. Additional policy and procedural information is available as part of the Lewiston School Committee policies as well as the policies of school programs and organizations such as athletics and clubs at the Lewiston Public School website. Feel free to contact us if you have specific questions not covered in this handbook. Please review this handbook and use the contents to make informed decisions about how you will take advantage of your educational opportunities at Lewiston High School.

Lewiston Public Schools provides an excellent opportunity for quality education. I urge you to make full use of the opportunities provided. Our staff is here to assist you in obtaining the best educational opportunity possible.

Sincerely,

W. Gus LeBlanc
Lewiston High School Principal

LEWISTON PUBLIC SCHOOLS 2020-2021 SCHOOL CALENDAR

SUMMER SCHOOL

Farwell: 7/6-8/7 Gr. Prek-5
Connors/Geiger/McMahon: all
at Connors 7/6-8/7 Gr. Prek-5
Montello: 7/6-8/7 Gr. Prek-5
LMS: 7/6-8/7 Gr. 6,7,8
LHS: 7/6-8/7 Gr. 9-12

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24-28, 31 Teacher
Workshop

1-4, Teacher Workshop
7 Labor Day
8-11 Teacher Workshop
14 1st day of School
16 2hr Early Release
21 First Day PreK & K
30 2hr Early Release

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7 2hr Early Release
9 Teacher Workshop
12 Indigenous Peoples'
21 2hr Early Release

3 No School
Full day P/T Conf Montello
4 2hr Early Release
9 No School-Farwell, CES P/T
Conf
11 Veterans' Day Observed
16 No School-LMS P/T Conf
18 2hr Early Release
19 No School McMahon,
Geiger P/T Conf
25 Teacher Exchange
26-27 Thanksgiving Break

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2 2hr Early Release
16 2hr Early Release
23-31 December Break

1 December Break Con't
13 2hr Early Release
18 Martin L. King, Jr.
19 Teacher Workshop
27 2hr Early Release

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

10 2hr Early Release
15-19 February Break
24 2hr Early Release

10 2hr Early Release
19 Teacher Workshop
24 2hr Early Release

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

14 2hr Early Release
19-23 Spring Break

19 2hr Early Release
31 Memorial Day

Religious holidays that may require students to miss school are excused absences. Families should send notes to verify that the students are going to miss or have missed school because of a religious commitment. Some holidays do not impact school attendance.

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 LHS Graduation
7 Last Student Day
8 Teacher Workshop

School Committee
Approved: 8/24/20

LEWISTON HIGH SCHOOL



2020–2021

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14*	15*	16	17*	18	19
20	21	22	23	24	25	26
27	28	29	30			

14* = Freshman Orientation, Cohort A & D
15* = Virtual Freshman Orientation, Cohort C online
17* = Freshman Orientation, Cohort B

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6*	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6* = End of Quarter 1

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22*	23
24	25	26	27	28	29	30
31						

22* = End of Quarter 2, Semester 1

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2*	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2* = End of Quarter 3

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7*	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7* = End of Quarter 4, Semester 2

BOLDFACE = Blue Days
(periods 1-4)

OUTLINE = White Days
(periods 5-8)

☐ = Holiday, Vacation

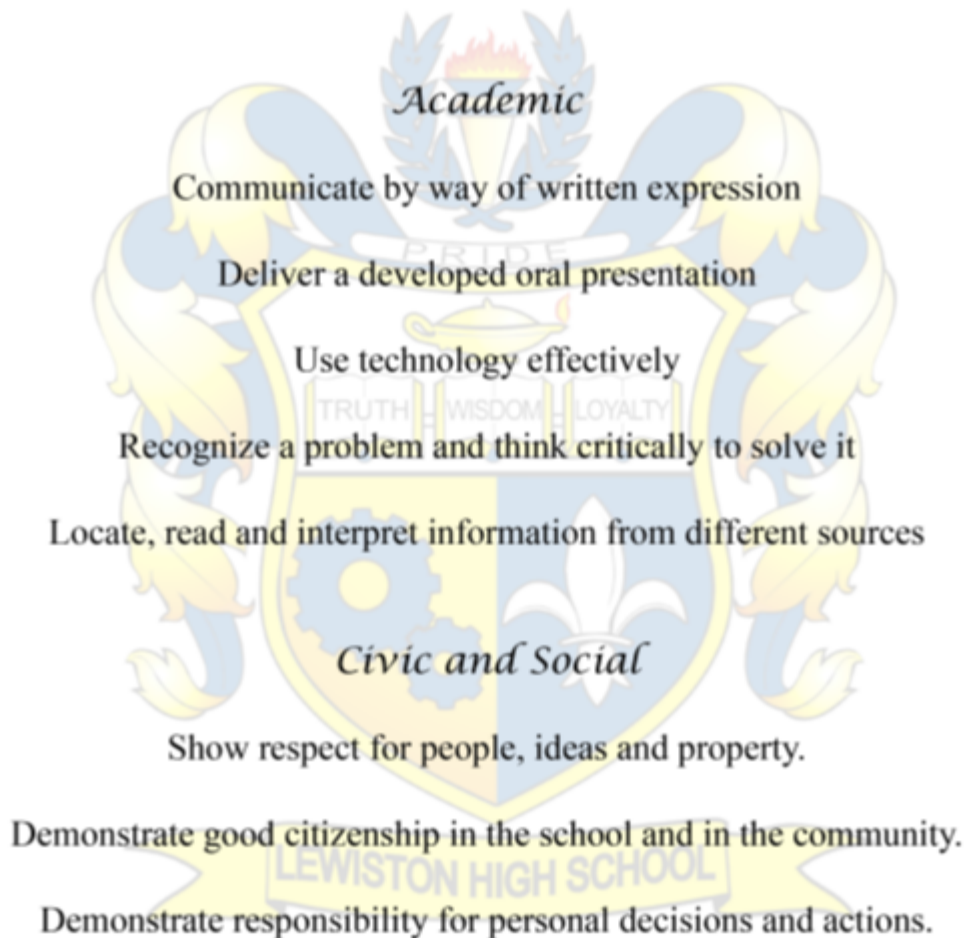
○ = In-Service/Exchange Day

NN = Early Release Wednesday

Lewiston High School Mission Statement

Our mission is to foster academic and personal excellence by cultivating essential skills and positive attitudes while educating students to become productive citizens.

Core Values, Beliefs and Learning Expectations



District

Behavioral Expectations (PBIS)

Be safe, Be respectful, Be responsible

School Learning Environment & Safety

School needs to be a safe environment that supports teaching and learning. Any actions or behaviors that jeopardize the safety or well-being of others are cause for disciplinary action.

School-Sponsored Activities

All school rules, policies and expectations apply to students who are participating in or attending any school sponsored activities, events or programs on or off school grounds, including, but not limited to athletic events (home and away), field trips, academic programs, extra-curricular, co-curricular or other activities.

LHS/LRTC PBIS Matrix PBIS

	Be Safe	Be Responsible	Be Respectful
<i><u>School Wide Mission Statement's Civic & Social Expectations</u></i>	<i>Demonstrate good citizenship in the school and in the community</i>	<i>Demonstrate responsibility for personal decisions and actions</i>	<i>Show respect for people, ideas and property</i>
Universal (Everywhere, all the time)	● Advocate for safety of self and others ● Maintain personal space ● Report unsafe conditions (fights, hazards, bullying, cyber-bullying, etc.)	● Own your behavior ● Follow school rules and schedules ● Follow electronic device policy ● Practice good personal hygiene	● Use good manners ● Listen and speak politely ● Be helpful
Inside Common Areas (hallways, lobbies, stairways)	● Walk directly to destinations ● Keep doorways and passing areas clear "Right is polite"	● Arrive to class on time ● Display hall pass ● Keep hallways and bathrooms clean	● Respect school property and personal work areas ● Speak quietly ● Remove hats during school day
Outside Common Areas (bus areas, parking lots, sidewalks, athletic fields, courtyard)	● Obey traffic / pedestrian rules / patterns	● Park in assigned areas ● Allow time to reach destination ● Respect property	● Drive/walk patiently (be courteous) ● Use language and volume appropriate to setting
Cafeteria	● Follow seating limits	● Leave no trace ● Remain in the café for the entire lunch setting ● Know your PIN/have payment ready ● Push in chairs	● Be respectful to the cafeteria staff ● Wait your turn
LRTC Program areas	● Follow established safety rules and procedures	● Be prepared for the work environment (dress, tools, etc.) ● Be on time	● Use equipment properly ● Keep work area clean and organized

ACADEMIC HONESTY POLICY

Academic Honesty Philosophy:

Students and staff at Lewiston High School will strive to do their best in all aspects of school life including academics, extracurricular activities, and relationships. Academic work will be presented and received with honesty and respect. All members will strive for truthfulness and fairness in dealing with others with a commitment to avoid fraud, deceit and misrepresentation. It is the goal of the LHS learning community to help students achieve their full potential in academic and personal excellence so that they can become productive members of society.

Academic Dishonesty:

Representing another person's work, answers, or research as your own

Examples of Academic Dishonesty

- Putting a source's text into one's own words (paraphrasing) and not citing the source.
- Quoting a source (copying information word for word) and failing to give the proper citation.
- Copying someone's homework or answers.
- Using crib notes or some other form of cheat sheet. (paper or electronic)
- Submitting your same work more than once for credit without the instructor's permission.
- Using any type of technology to inappropriately share information with other students.
- Giving test information/answers to other students.
- Making up data or information.
- Making up a source to use as a citation in a paper.
- Paying for a research paper.
- Unauthorized collaboration with another student to complete an assignment.
- Facilitating academic dishonesty for another student.
- An inordinate amount of assistance from a parent/guardian or staff member, tutor, etc. (to the point where it is no longer your work)

Shared Responsibilities

Students

Each student is honest in all of his/ her academic endeavors.

Each student is expected to turn in his/her own original work.

Each student is responsible for his/her own personal actions and behavior.

Each student is responsible for asking for help when needed.

Teachers

Teachers will make their expectations for good academic behavior clear.

Teachers will provide instruction and scaffolding for students to complete assignments.

Teachers will make help available for students who are having difficulty with their assignments.

Teachers will consistently model and demonstrate citing and crediting sources appropriately.

Teachers will check for academic dishonesty, take appropriate action, and report infraction to administration.

Adapted From:

Mountain Lakes H. S. Honor Code (Mountain Lake, NJ)

"School for Champions" by Ron Kurtes

"Why Honesty Matters" by Charles Lipton

Gardiner Area H. S. Code of Conduct (Gardiner, Maine, M.S.A.D #11)

Kentridge High School Academic Integrity Policy (Kent, WA)

Consequences

All academic dishonesty infractions must be reported to administration.

Offenses are cumulative throughout the curriculum, not isolated to one course. For example, an infraction in English would qualify as the first offense, a subsequent offense in social studies constitutes a second offense and an additional offense in math would be the third.

1st Offense

- Teacher discusses infraction with student.
- Teacher fills out disciplinary form.
- Teacher contacts parents.
- Student receives no credit for the assignment and HOW (habits of work) will be lowered to a 1 for that reporting period (two weeks).
- Administrator meets with student to discuss the infraction and why it negatively impacts the student and the school.
- Student will meet with teachers to plan reassessment. Once alternative assessment is successfully completed, the zero will be replaced with complete grade.
- Administrator reviews the student's responsibilities for academic honesty.
- Administrator gives the student an explicit warning of what the 2nd offense consequences would be.
- The disciplinary incident will be shared with coaches, advisors, and honor societies on a need to know basis.

2nd Offense and Subsequent Offenses

- Teacher discusses infraction with student.
- Teacher fills out disciplinary form.
- Teacher contacts parents.
- Administrator contacts parents.
- Student meets with teacher, administrator and parents.
- Student receives no credit for the assignment and HOW (habits of work) will be lowered to a 1 for that reporting period (two weeks).
- Will result in at least an In-school suspension.
- Administrator gives an explicit warning of what subsequent offense consequences would be.
- Subsequent offenses may result in suspension, removal from elected position(s) and or honorary organization(s), and other consequences determined by an administrator.
- The disciplinary incident will be shared with coaches, advisors, and honor societies on a need to know basis.

Upon teacher recommendation, the administrator determines the severity of the infraction and student may be held accountable for a 2nd or subsequent offense regardless of whether a 1st or 2nd offense occurred.

ACCEPTABLE USE POLICY

Computers are important in today's society and Lewiston High School has extensive technological resources for students to use. However, the use of these computers is a privilege and students must use them appropriately. The following uses are prohibited:

1. Accessing Inappropriate Materials
2. Illegal Activities
3. Violating Copyrights
4. Plagiarism
5. Copying Software
6. Non-School-Related Uses (including all social media)
7. Misuse of Passwords/Unauthorized Access
8. Malicious Use/Vandalism
9. Access to Chat Rooms/Newsgroups

The school unit retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school unit. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including email and stored files.

**** All software needs to be cleared through Tech Support. Individual installations of software are prohibited. ****

Students shall not reveal their names or identifying information on the Internet without prior permission from a supervising teacher. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

The district's complete Student Computer and Internet Use Policy are available for review. Violation of the Acceptable Use Policy will result in administrative action, including possible suspension.

ADVANCED PLACEMENT COURSES

It is required that students taking advanced placement courses will take the exam in the spring. In order to maintain the AP designation on the transcript, the AP exam must be taken.

ALCOHOL AND OTHER DRUGS

Drinking, possession of an alcoholic beverage, possession of drugs/drug paraphernalia, distribution of drugs or alcohol, or being under the influence of alcohol or drugs during school or at any school-sponsored activity, public or private, is prohibited. This includes look-alike drugs, substances being represented as drugs, designer drugs, steroids and/or any mood altering substance.

First offense:

- Substance abuse violation occurs and student is assigned a 10-day suspension
- School substance abuse coordinator/counselor meets with the student within the first five days of the suspension (arranged via parent/student phone call) to participate in education about the issues of substance abuse and to develop an appropriate plan to address abuse issues. The student's cooperation and full participation in the process may result in a reduction in suspension. (1st offense only)
- School substance abuse coordinator/counselor forwards recommendation to administrator(s).

Second and subsequent offense(s):

- 10 day suspension

Drug/alcohol related offenses may result in expulsion from school.

Lewiston Public Schools offers a variety of special programs to help students, parents, and families. Students and/or parents can contact the school for assistance.

ATTENDANCE

If students are absent, their parent or guardian should call the high school (795-4190) between 7:30 and 8:30 a.m. on the day of the absence, and provide a reason for the absence. If a phone call is not received, students must submit a written reason from a parent/guardian to the Main Office upon returning to school. Notification must be submitted within one (1) week of an absence. If not received within one (1) week, the absence will remain unexcused. *Students living independently must make attendance arrangements through the appropriate assistant principal. Regardless of the reason for any particular absence, research has shown that regular school attendance is an important factor in increasing a student's success at school.

Maine law on school attendance requires that all persons between the ages of six (6) and seventeen (17) years shall attend a public day school which serves the municipality in which the parent(s)/guardian resides during the time that school is in regular session.*See "Make-Up Work" State of Maine Law; Title 20A, Section 5001-A, states that a person's absence is excused when the absence is for any of the reasons below:

1. Personal illness,*
2. Appointments with health professionals that cannot be made outside the regular school day*,
3. Observance of recognized holidays when it is required during the regular school day,
4. Emergency family situations, and
5. Planned absence for personal or educational purposes that has prior administrative approval.

*In the case of excessive excused absences, parents/guardians may be required to provide a doctor's note.

Habitual Truancy

1. A student is habitually truant if that student is required by Maine State Law to attend school, and that student has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year.
2. Efforts to address the student's truancy shall be made by the school department, including but not limited to, meetings with the student and parent(s), counseling, attendance contracts, and referral to other agencies for family services.

3. If the efforts outlined above do not satisfactorily resolve the truancy issue, the school department will notify the truancy officer of a violation.

Penalties

1. If a parent has control of a student who is habitually truant and that parent is primarily responsible for that truancy, that parent commits a civil violation and a fine of not less than \$250 may be imposed.
2. The court may also order that parent to take specific action to ensure the child's attendance at school, comply with any plan developed with or by the school department, participate in a parent-training class, attend school with the student, perform community service hours at the school, or participate in counseling or other services as appropriate.
3. Electronic message (voicemail) goes home for any student unexcused for the day.

***Faculty/staff are committed to students coming to school and going to class so they can be prepared for the next steps in life. As such, Lewiston High School administration has the autonomy to implement student interventions and/or discipline regarding any student attendance issues around tardies (lates) and absences, excused or unexcused.**

BELL SCHEDULE

Lewiston High School will operate on a 4x4 block schedule during the 2020 - 2021 school year. Blue Days, periods 1 - 4 will meet during Semester I, and White Day, periods 5 - 8 will meet during Semester II.

Lewiston High School		
2020-2021		
Semester I Bell Schedule - Blue Day		
<i>All Cohorts A, B, C, D In-Person & Remote -- Mon, Tues, Thurs, Fri</i>		
First Bell (School Opens)	7:15	Grab & Go Breakfast - Report to B109 & C102
Second Bell	7:30	Grab & Go Breakfast
Warning Bell	7:40	
Announcements/Attendance Per 1	7:45 - 7:50	Daily Attendance & Student Check-In
Period 1	7:50 - 8:50	Breakfast (late students only) 8:00 - 8:30
Period 2	8:55 - 9:55	
Period 3	10:00 - 10:55	
Period 4	11:00 - 12:00	
Dismissal - Basement, 1st Floor	12:00 - 12:05	Grab & Go Lunch; Buses Depart @ 12:15
Dismissal - 2nd Floor	12:05 - 12:10	Grab & Go Lunch; Buses Depart @ 12:15
Detention (M, T, Th)	12:10 - 1:30	B109
Teacher Lunch	12:10 - 12:35	
Ed Tech Lunch	12:35 - 1:00	
	12:45	Deadline to post attendance, Periods 2, 3 & 4
Virtual Check-Ins/Student Support	12:35 - 1:35	Office hrs, recovery, support labs
Planning/Virtual Student Support	1:35 - 2:30	Planning, meetings, cleaning, support labs

Lewiston High School		
2020-2021		
Remote Wednesday Semester I Schedule - Blue Day		
<i>All Cohorts A, B, C, D -- Virtual Learning</i>		
Devil's Advocate (DA)	7:45 - 8:10	Student Check-In
Announcements/Attendance Per 1	8:10 - 8:15	Daily Attendance
Period 1	8:15 - 9:10	
Period 2	9:15 - 10:10	
Period 3	10:15 - 11:10	
Period 4	11:15 - 12:10	
Staff Lunch	12:10 - 12:35	
	12:45	Deadline to post attendance, Pds 2, 3 & 4
Virtual Check-Ins/Student Support	12:35 - 1:35	Office hrs, recovery, support labs
Planning/Virtual Student Support	1:35 - 2:30	Planning, meetings, support labs
Staff PLC Wednesdays	2:15 - 3:45	
<i>*Weekly LHS Admin Meetings</i>	<i>*10:00 - 12:30</i>	

Lewiston High School		
2020-2021		
Remote Wednesday Semester I Schedule - Blue Day		
Early Release Wednesdays S1 - 9/16, 9/30, 10/7, 10/21, 11/4, 11/18, 12/2, 12/16, 1/13		
All Cohorts A, B, C, D -- Virtual Learning		
Devil's Advocate (DA)	7:45 - 8:00	Student Check-In
Announcements/Attendance Per 1	8:00 - 8:05	Daily Attendance
Period 1	8:05 - 9:00	
Period 2	9:05 - 10:00	
Period 3	10:05 - 11:00	
Period 4	11:05 - 12:00	
Staff Lunch	12:05 - 12:30	
	12:45	Deadline to post attendance, Pds 2, 3 & 4
Faculty/Staff Early Release PD	12:30 - 2:15	
Staff PLC Wednesdays	2:15 - 3:45	
<i>*Weekly LHS Admin Meetings</i>	<i>*10:00 - 12:30</i>	

BICYCLES

Students are welcome to bring bicycles to LHS. Bicycles must be placed in the proper bike racks. It is strongly recommended that bikes be locked.

BOMB THREATS

Any student responsible for a bomb threat will be suspended for 10 days, prosecuted to the fullest extent of the law and will be referred to the superintendent's office for further potential consequences.

Student Disciplinary Consequences for bomb threats

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school. The administration may suspend and/or recommend for expulsion any student who makes a bomb threat, aids other students in making bomb threats, or fails to report a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. §1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Refer to LPS Policy Manual section **EBCC** for further explanation and student consequences regarding bomb threats.

CHANGING STUDENT SCHEDULES

A great deal of time, effort, and thought has gone into the scheduling process. Add/Drop days will be announced by the Guidance Office and changes to students' schedules will be done at this time only. When changing their schedules, students must follow the procedures listed by the Guidance Office. **Students will not be permitted to drop a course after the deadline unless there are extenuating circumstances, and then only by permission of the Director of Student Services. Courses dropped after add/drop will be recorded on the student's transcript as WP (passing) or WF (failing) based on the grade at the time of the drop.**

CHROMEBOOKS

Lewiston Public Schools provides computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. Lewiston High School will provide Chromebooks to all students, grades 9 -12, for the school year. These Chromebooks are to be used by the student for learning purposes only.

It is highly recommended that parents/guardians attend one of the Chromebook informational meetings at the start of the school year. To be eligible to participate in the Chromebook program, students must be in good standing academically and behaviorally. Also, students must have resolved any and all Chromebook obligations (bills, damage, etc.) from previous school years, and to the Chromebook Office's/Main Office's satisfaction, in order to be eligible for this program. Students with a Chromebook are bound to follow the district's Acceptable Use Policy described both in the LHS Student Handbook and in the LPS Policy Manual (NEPN/NSBA Code: IJNDB-R).

1. Whenever a student receives an in-school, suspension diversion, or out-of-school suspension, their Chromebook privileges may be revoked for 30 days.
2. Parents/guardians, along with the student, are responsible for their assigned Chromebook computer, both in and out of school, and agree to the rules and responsibilities described in this handbook, once the student takes possession of the device. Parents/guardians may opt their child out of the program by signing and turning in the opt-out form. Opt out forms are available in the main office.
3. Parents/guardians are responsible for any and all costs resulting from damage done to a Chromebook, the device components (charger, carrying case), if not deemed accidental or not covered by insurance, regardless of where the damage occurs. Parents/guardians are also responsible for lost or missing Chromebooks and/or peripheral components (i.e. charger, carrying case, etc).
4. Students must take care of their Chromebooks when not in school. This includes keeping them away from pets, out of the hands of siblings, and away from areas that could potentially cause damage to the device (beds, bathrooms, candles, etc.)
5. Any student who owes money for device damage or for missing component(s) in previous school years will **not** be issued a Chromebook at the start of the new school year. If a plan for a resolution from the previous school year is **not** in place by October 1st, all technology privileges will be revoked until financial obligations are settled.
6. Any Chromebook obligation (money owed for damages, missing components, etc.) that has not been paid or resolved by the end of a student's senior year will affect that student's ability to participate in graduation activities.
7. Chromebooks are expected to be fully charged at the start of each school day.
8. Chromebooks are only to be used by the student to whom it is assigned.
9. Students should use their Chromebook outside of school with adult supervision.
10. Photos may be downloaded, however photos must be appropriate and taken with permission.
11. Students will not use the Chromebook to record, videotape or photograph teachers, students, or staff without their consent.
12. Recognizing that student behaviors, other than those listed may take place, the administration reserves the right to administer consequences for any inappropriate behavior. Further administrative or police investigation may be necessary.
13. Food and drinks should be kept away from Chromebooks.
14. Chromebooks must ALWAYS be in the case, zipped, and carried by the handle when being transported. Spare Chromebooks should not leave a teacher's classroom unless prior permission is given and must be stored in that classroom's charging cabinet.
15. Chromebooks cannot be kept in the gym. They must be locked in the computer cabinets in the locker rooms.
16. Chromebooks should be cleaned at school. The tech office (located in the back of the library) has cleaning supplies available for students.
17. Chromebooks must be brought to school daily. Chromebooks, cases, and chargers will be checked by faculty/staff several times per week, and will be formally checked once per week during DA (on Fridays). Students who do not bring their Chromebooks to DA for the weekly check will face suspension of Chromebook privileges, and/or other disciplinary action.
18. Students are expected to participate in digital citizenship lessons pertaining to the Chromebooks in DA each month.
19. Any problems with the way a Chromebook is operating should be brought to the attention of the technology staff located in the Library (A206B), or to a LHS staff member, immediately.

20. Any student who will no longer be attending LHS, for any reason, must turn in their Chromebook immediately.
21. Lack of student attendance will result in loss of Chromebook privileges, administrative intervention, and potential police action.
22. It will take 2 weeks (10 school days) for any new student enrolling at LHS (after initial Chromebook deployment) to receive his/her laptop from the technology office.
23. Parents, guardians, and students must agree to abide by all conditions of the Chromebook 1 to 1 program. Administrators have the right to revoke Chromebook privileges if students are in violation of these, or any other policies or rules, and may also be subject to further disciplinary and/or legal action.

Chromebook Expectations and Consequences

Device Misuse Issues

If you:

1. Leave your Chromebook unattended during school
2. Improperly store your Chromebook during class (in the aisle, etc.)
3. Improperly store for transport (case needs to be zipped; cord and charger stored separately)
4. Improperly transport (including not carried by the handle)
5. Use on an unstable surface (table/desk is acceptable)
6. Download without permission at school
7. Use the Chromebook of another student
8. Inappropriately use email or the Internet and watch videos that are not educational and without teacher permission
9. Play or watch video games (browser-based or otherwise)
10. Misuse or damage a spare Chromebook located in a classroom cabinet
11. Bypass the filter (proxy server or otherwise)
12. Fail to report damage in a timely fashion
13. Fail to keep the Chromebook clean
14. Use Chromebook around liquids and/or food (minimum of 3 feet away)
15. Failure to return the Chromebook to school charged

Consequences Are As Follows:

- | | |
|--------------------------|--|
| 1 st Offense: | Warning documented on office discipline referral form given to the office by supervising teacher. |
| 2 nd Offense: | Office Detention. |
| 3 rd Offense: | Loss of Chromebook privileges for 2 weeks. Call home. |
| 4 th Offense: | In-School Suspension/Suspension Diversion and loss of Chromebook privileges as determined by administrator. Call home. |

*Subsequent offences – requires a parent/guardian meeting and potentially indefinite loss of laptop privileges.

Chromebook Damage Issues

Intentional Damage/Lost:

Consequences:

- a. Indefinite loss of Chromebook privileges
- b. Restitution
- c. Referred to Lewiston Police Department and/or Small Claims Court

Accidental Damage:

- | | |
|--------------------------|---|
| 1 st Offense: | Pending investigation/possible restitution |
| 2 nd Offense: | Indefinite loss of Chromebook privileges and/or limited in school access. |

Inspection:

Chromebooks will be inspected periodically at school and weekly during DA.

Inspection to include:

- a. Name Tag - complete and readable
- b. Consistently charged
- c. Screen, keyboard, top and bottom of computer
- d. Charger and carrying case

It is expected that all students attend DA with their Chromebook in good working order. If a student chooses to not attend DA and/or not have their Chromebook, and/or it is not in good working order, the following consequences will occur:

- 1st Offense: DA Teacher detention
- 2nd Offense: Referral to the Office (grade level administrator)
- 3rd Offense: Office Detention
- Subsequent Violations: ISS, suspension diversion, loss of device, or other consequence as determined by an administrator.

REPORT ANY DAMAGE TO A FACULTY/STAFF MEMBER IMMEDIATELY

Any Chromebook damages, accidental or intentional, will result in the student meeting with the appropriate grade-level administrator. All damages will be documented.

Chromebook Severe Issues

- Accessing inappropriate materials-accessing, submitting, posting, publishing, forwarding, sharing, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal.
- Abandoned Chromebook- Chromebooks cannot be left unsupervised outside of the school day. Chromebooks cannot be left unattended in hallways, outside, in common areas, at public events or anywhere unsupervised.
- Failure to Bring Chromebook Daily- Chromebooks must be brought to school every day (including the case and charger). Parents will be contacted if the student comes to school without the Chromebook. After 24 hours, LHS may contact the Lewiston Police Department to investigate.

CIVIL RIGHTS POLICY

It is the policy of Lewiston High School to provide a safe learning environment for all students regardless of race, color, religion, ancestry, sex, national origin, sexual orientation, and physical or mental disability, in accordance with the Maine Civil Rights Act. Appropriate disciplinary action will be taken with students who violate the Civil Rights Policy.

CLASS OFFICERS POLICY

Class officers represent their class and school. They serve as leaders and models both inside school and in the community, and are expected to project a positive image of Lewiston High School. In order to retain elected status, class officers must be students in good standing both academically and in matters of discipline. Serving as a class officer requires full participation in and commitment to the activities of the class. Class officers are expected to help plan and prepare for events, to reach out to fellow students to promote events, and to attend and help run the events the board plans. Among the duties and responsibilities of class officers in general are:

1. **Attend after-school meetings regularly.** It is the class advisor's individual authority to spell out the attendance policy. The advisor may dismiss any board member for failure to meet the guidelines of the policy. Dismissal is not a formal process; it is solely the judgment of the advisor or administration.
2. **Participate fully in activities set by the board.** It is the class advisor's authority to determine the participation policy and whether any individual member is falling short of his or her responsibilities. The advisor may dismiss any board officer if in the advisor's judgment the officer is not fulfilling his or her responsibilities. The replacement or election of any new officer will be decided by the advisor and grade level administrator.
3. **Keep track of deadlines and assignments.** Board members are expected to check minutes and/or contact other board members or the advisor so their attendance and participation expectations are fulfilled.
4. **Executive Board.** Elected members participate in planning events and the preparation that goes into making events successful. Board members are expected to be active participants in and represent their class at events such as Spirit Week, prom-related activities, and graduation-related activities, fundraisers, etc. The same is true for all class officers. Failure to do so may lead to removal from elected office.
5. **President:** sets and publishes agendas for meetings; presides over meetings; is the primary spokesperson for the board and the class.

6. **Vice President:** Assumes the responsibilities of the president when the president is absent. Is next in line if the president resigns or is removed from office by the advisor and/or an administrator.
7. **Secretary:** Keeps minutes of each meeting and publishes the minutes in a timely manner so other board members can use them to check on assignments, due dates and scheduled meeting dates and times.
8. **Treasurer:** Counts money collected at fundraising events and hands over the money to the advisor. Is generally in charge of organizing and taking charge of ticket sales or any handling of money at events hosted by the class.

CLUBS AND ACTIVITIES

There are many clubs and activities at Lewiston High School including, but not limited to the listing below.

Club advisors need to submit a list of students in those co-curricular at each eligibility check to Mr. Dufour to maintain the eligibility of these students.

CLUB	ADVISOR
Aerospace Club	Tom Noury
Anime Club	Bryce Caplan / Emma Cole / Jonathan Neil
Art Club	Deanna Ehrhardt
AVEC Contemporary Affairs	Keith Levesque
Celebrate Diversity Club	Arline Desrochers
Chess Club	Hayden Tittle
Civil Rights	Paula Gerencer
Class Advisors	
Class of 2021	Kayla McGee
Class of 2022	Cassidy Delcourt / Amber Hoy
Class of 2023	Nikki Pringle
Class of 2024	Allison Thomas
Collage	Margaret Martin
Computer Club	John Dresser
Environmental Club	Allison Thomas
Fishing Club	Corey Walker

Folio-Business	David Brooks
Folio-Editorial	David Brooks
GSTA (Gay/Straight/Trans Alliance)	Vicky Wiegman / Landon Krandall / Emily Shaner
Girls Who Code	Nikki Pringle
Italian Club	Romolo Marcoccio
Key Club	Karen Choate
Knitting Club	Vicky Wiegman
L-Club	Todd Cifelli
Math Team	Karen Choate / Kathleen Knight
Mock Trial	Michelle Crowley
Meditation/Mindfulness Club	Margaret Martin
Movie Club	Christine Ardans
Musical Director	Erin Morrison
Musical Advisor	Aaron Louque
National Honor Society	Kelli Gilzow
One Act Play	Aaron Louque
Origami Club	Walter Gregg
Outing Club	Peter Hutchinson / Chris Albert
Performing Chorus (Extracurricular)	Erin Morrison
Pride Committee	Judy Radigan / Arline Desrochers
Poetry	Nicholas Beauchesne
Rooted	Don Pryor
School Newspaper (Indigo Ink)	Margaret Martin
Speech Team	Pat Spilecki
Student Council	Michaela Stanley / Tim Farrar

Travel Club	Colby Roy / Keith Levesque
Three Act Play	Aaron Louque
Women & Gender Studies Club	Noelle Auger
Youth 2 Youth	Vicky Wiegman / Youth 2 Youth
Young Writers/AVEC	John Breerwood

DEVIL's ADVOCATE (DA)

All students at LHS are assigned to a DA for their four years of high school. The purpose of DA is for students to create a cohort that will stay together for four years, and to have one additional adult in the building that knows him/her well. The DA advisor can help his/her students in a variety of ways throughout the four years of high school. This is an additional resource to help you be successful here at LHS. DA meets for 25 minutes a week, and, in addition to a variety of discussions/activities, it is where wellness checks will take place for Chromebooks. Attendance at DA is mandatory, and each student must bring his/her Chromebook each week. DA is part of period 3/7. Early release and late arrival students **MUST** attend DA. *****For the 2020-2021 school year, DA will be on Wednesdays from 7:45AM to 8:10AM on remote Wednesdays. DA will be virtual this year while LHS remains in the hybrid learning model.***

DISCIPLINE*

For infractions of school code of conduct students will be assigned a classroom detention. Students who fail to report to a classroom detention will be reported to the office for an office detention. Late to detention will be considered as failure to report. Classroom and Office detention assignments supersede all other student commitments on the days assigned.

Office Detentions will be held on the following days:

Mon, Tues, Thurs: 12:10pm – 1:30pm located in room B109

Rules for detention include: Be on time, no sleeping, no bathroom passes, no electronic devices, no food/drinks, etc., no talking/noise, behavior appropriate to the classroom, including respect, is expected. If a student is removed from detention they will be assigned further administrative consequences.

Please note – Any * on the discipline referral form requires parent contact by teacher

Please refer to page 43 of this handbook for the LHS Values and Standards for Ethical and Responsible Behavioral Management.

Please refer to pages 44-45 of this handbook for the discipline and behavioral related offenses and consequences chart.

*See “Suspensions from School” for further information.

DISMISSALS

A student shall be permitted to leave school before the end of the regular school day under the following conditions:

1. His or her parent/guardian provides a reason in writing or personally for the dismissal. Written notes may be verified by a telephone call to the parent or guardian.
2. He or she is ill and has been dismissed by the nurse. In the case of illness, the student will not be permitted to go home unless parental permission is granted.

Attendance is taken at the beginning of every class. If you know ahead of time that your child will need to be released early from class for something that has been scheduled, please send your child with a note that must be presented to the main office secretary before the start of the school day or call the attendance clerk at the beginning of the school day. If something comes up throughout the day, please call the main office far enough in advance so that we have ample time to get in touch with the class and inform the teacher and student of the dismissal. This protocol is helpful to ensure attendance is accurate in power school. It is also helpful to parents/guardians in making sure your student is ready to leave at the time you have requested. This is particularly important if your child is being dismissed during lunch or an assembly. We work hard to comply with all requests in a timely manner and we can do so if protocol is followed by all parties.

Dismissals are excused or unexcused based on district policy.

Any student leaving the building without permission from the school will be assigned an office detention.

DISPLAYS OF AFFECTION

Public displays of affection are not appropriate. Students should act in a manner that is respectful and not offensive to others.

DRESS CODE

We believe that the most important job of students is to learn as much as possible in school. The purpose of this district-wide policy is to foster a safe school environment that is conducive to learning, and in which students, teachers, staff and administrators understand their respective roles in optimizing and protecting the learning environment.

Tier 1: These infractions will result in the student being asked to change clothes immediately, and to not wear the article(s) to school again.

- Articles of clothing which promote or reference illegal behavior (e.g. the use of tobacco, alcohol, or other drugs, weapons, etc.), identify the wearer as a member of a particular gang, have discriminatory language or images (e.g., racial/ethnic slurs, anything violating the Civil Rights Act, etc.), or anything that promotes pornographic material may not be worn on school grounds (when school is in session) or at school functions.
- Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch) or which may be considered weapons (e.g., chains, spiked collars and bracelets, and sharp objects that do not have practical use in school) are not permitted on school grounds or at school functions. Cleats or other items may be permitted when use is required by participation in a curricular, co-curricular or extra-curricular activity.
- Student dress must include a top, a bottom, and a form of footwear. Genitalia (penis, vagina, etc.), breasts, and buttocks are to be covered at all times.

Tier 2: If any of these principles are violated, the individual will be asked not to wear the article(s) to school again. If the article is worn a second time after the initial request, the student will be asked to alter their outfit accordingly. If needed, the school will provide clothing for the student to change.

- Underwear is not to be exposed (bra straps are acceptable). Chests and midriffs are to be predominantly covered; navels must not show; shirts must meet the beltline and have straps.
- Any type of headwear – caps, hats, bandanas, hoods, do-rags, helmet hats, or other type of headgear shall not be worn in the school building from the start of the first class to the end of the school day. The administration may make allowances for special days such as spirit week. Students must be able to be identified at all times. (No face covering including excessive make-up) Exceptions will also be made for medical or religious requirements. As little class time as possible will be disrupted for the dress code. Administration has the final say in dress policy issues, and is able to make modifications when appropriate (for example, protective footwear for field trips or recess, acceptable occasions to wear hats, appropriate dress for after school activities/special occasions - prom, etc.).
Refusal to change clothes or cooperate with the dress code policy or a student with habitual offenses may face further administrative consequences.

DRILLS

Periodically, Lewiston High School will have fire/lockdown and evacuation drills to practice emergency protocols.

Students responsible for pulling false fire alarms will be suspended for ten (10) days and prosecuted to the fullest extent of the law.

EARLY RELEASE/LATE ARRIVALS

Early release/late arrival is a privilege that may be revoked if the student is in violation of school rules, abuses the late arrival/early release privilege in any way or is failing any course.

1. Seniors and only second semester Juniors are eligible for early release or late arrival.
2. Juniors requesting early release or late arrival must carry a full course load (6 classes) at all times.
3. Students must apply for late arrival/early release, and application is subject to approval by the student's school counselor and grade level administrator
4. All athletes must carry a full course load (6 classes) in order to remain eligible.
5. A student must be on track for graduation to be eligible for consideration for early release or late arrival. Juniors must have earned a minimum of twelve credits. Seniors must have earned a minimum of eighteen credits. Core requirements must be met.

6. Students with early release or late arrival privileges are not allowed in the building during their release time without expressed permission from the office.
7. Early release/late arrival is granted on a quarterly basis. If a student is failing a course at the end of any quarter or has a HOW score lower than 2, the early release/late arrival privilege will be revoked for the next quarter. The privilege may be reinstated if the student is successfully passing all courses and has HOW scores of 2+ at the end of that quarter.
8. The decision to reinstate the early release/late arrival privilege must be authorized by the principal or an assistant principal. Any exception to the rules must be approved by the principal.
9. Students with late arrival or early release may not have unexcused tardies or absences. Failure to maintain good attendance will result in the loss of the late arrival/early release privilege.
10. Students must be in good behavioral standing

ELECTRONIC DEVICES

Use of electronic devices (e.g., CD players, iPods, mp3 players, radios, cell phones, smartphones and tablets) is allowed in the building only before and after school, during passing time, and in the cafeteria during lunch. Headphones and ear buds can be used in the cafeteria during lunch. Devices/accessories are not allowed in the classrooms, study halls or hallways during the instructional day and must be kept in a backpack or pocket, out of sight and turned off, unless expressly approved, in advance, by an administrator. **Violators will be required to leave the device with school staff or in the main office to be picked up after school. Failure to comply is cause for intervention. Repeat offenders may face further administrative consequences.** Use of digital or other technology to videotape or audio record within the school building is not allowed without prior permission from administration. Violations will result in administrative action.

EXTRA-CURRICULAR ACTIVITIES AND OR ATHLETICS

Extra-curricular activities can be a very important dimension of a student's education. The main purpose of the programs at Lewiston High School is to broaden and enrich the lives of young people. Participation in extracurricular activities is a privilege. The standard for initial and continuing participation in extracurricular activities at Lewiston High School includes academic achievement and continued academic progress towards graduation as outlined in the Extra-Curricular Handbook. Students participating in extra-curricular activities must abide by the Extra-Curricular Code of Conduct. Lewiston High School has extensive extra-curricular offerings.

(See Clubs & Activities, pages 27-29, or the school website for a more complete listing.) Students interested in participating in extra-curricular activities must familiarize themselves with the Extra-curricular Handbook. Students interested in participating in athletics must familiarize themselves with the Athletic Handbook, and are bound to all the policies and procedures outlined in it. In order to participate, students must meet the MPA policy of eligibility as well as the Lewiston Public School policy. All students transferring to LHS from another high school must check their eligibility with the Athletic Director before joining any team.

In order to participate in a contest, event or practice, students **must** be in attendance on the day of the activity. Additionally, it is also expected that students be in attendance on the day following the activity, if that day is a school day. Being in attendance is defined as being present and participating in all assigned classes and study halls. ***Individuals with an unexcused absence or unexcused late (tardy) to school for any part of the day shall not participate in a practice or game that day.*** Exceptions to these requirements must be approved by the Athletic Director or his/her designee prior to participation; **no exceptions will be made for illness.**

FIGHTING

The safety of Lewiston High School is everyone's responsibility. Any student participating in, or trying to instigate, or recording a fight on school grounds or at school events, through their words or actions, will face disciplinary action. Any issue potentially affecting the safety of any member of our school community should be reported to a staff member.

FIRE ALARM

Any student responsible for pulling a false fire alarm will be suspended for 10 days, prosecuted to the fullest extent of the law and will be referred to the superintendent's office for further potential consequences.

FOOD SERVICE/CAFETERIA

The Lewiston School Nutrition Program offers students a variety of food choices. A hot meal and A la Carte items may be obtained daily. Meals served meet the federal meal pattern requirements of the National School Lunch Program.

Students may establish debit accounts that allow them to buy food and have the cost automatically deducted from their accounts. To do this, students need to establish an account by depositing money, at which time they will receive a PIN number to use when purchasing food. **Students must pay cash or establish a debit account. Charging lunch on a credit account is not an option at LHS.** To keep the line moving efficiently, please know your PIN and refrain from using a cell phone while ordering food and checking out. Theft of items from the cafeteria will result in disciplinary action.

For the 2020-2021 School year the Nutrition program will be utilizing the CEP (Community Eligibility Provision). What this means is that students will be able to enjoy a complete Breakfast and Lunch for Free. While the cafeteria is offering these Free meals Students may still have the option to buy items A la Carte. Parents/guardians will want to have funds available for their students who wish to participate in the A la Carte program as the cafeteria does not allow charging. Parents please be aware that only a COMPLETE breakfast or lunch is free. Students who do not take the whole meal may be charged separately for the items they choose. For more information please contact the Nutrition Program at 795-4106.

Neatness of the cafeteria is everyone's responsibility. All dishes, utensils, and serving trays must be returned to the designated window. Nothing should be left on the table or floor. **Students are expected to help clean up if asked to do so as ALL students share responsibility for the neatness of their table.** The number of students allowed at a table is 8, and 4 to a booth.

Students must go to and remain in the cafeteria during their lunch period. Students may not leave the cafeteria without a pass and will be dismissed from the cafeteria by a bell signal.

*****During the 2020 - 2021 school year while LHS is engaged in hybrid learning during the pandemic, all breakfast and lunches will be "grab and go" only. The cafeteria and multipurpose room will not be used for eating meals. Students are not required to use PIN numbers unless they are making alacarte purchase. All alacarte purchases (including vending) will take place at the school store this school year. The school store is closed for the year.***

FUND RAISING

Any Lewiston High School club, organization, athletic team, or booster group wishing to raise funds must obtain permission from the administrator in charge of student activities, Mr. Dufour, to conduct any fund-raising activity. Fundraising for athletic organizations is governed by the rules of the MPA. Clubs, organizations or athletic teams must be sure to follow the guidelines set by the school board regarding the sale of food items. Fundraising receipts must be deposited into established accounts through the office of the principal.

GRADING

The school year is divided into four quarters of approximately nine weeks each. At the end of the quarter, report cards will be issued for the purpose of informing students and parents of the progress being made in each subject.

Grades 9-12 Course Grade Reporting

GRADE	Numerical Equivalent
A	93-100
B	85-92
C	76-84
D	70-75
F	Below 70

1. If graded, homework will count for 10% of the course grade
2. The course grade is based on an average of the grades entered by the teacher for each standard.
3. An overall course grade of 70 or higher earns credit.
4. Lewiston High School employs a weighted grade for advanced placement classes using a weighted factor of .025.
5. Any changes in the number of reporting standards require approval of the building administrator.

GRADUATION REQUIREMENTS

Students must meet the requirements as set by the Lewiston School Board and the State of Maine. To receive a diploma from Lewiston High School, the minimum four-year distribution of credits, totaling 24 credits, in the various subject fields will be as follows:

English	4 credits	(English 9, 10, 11, 12)
Mathematics	3 credits	
Science	3 credits*	
Social Studies	3 credits	(to include US History and American Government)
Physical Education	1 credit	
Wellness	.5 credit	
Fine Arts	1 credit	

*Science: Two credits must be lab sciences, one must be life science and one must be physical science

A student must complete all requirements for a Lewiston High School diploma prior to the date set by the LHS administration in order to participate in graduation exercises.

All students are required to carry a minimum of six classes or the equivalent per semester. For the 20-21 school year, all students are required to carry a minimum of six classes for the school year, or three per semester. Any exceptions must be approved in advance by the LHS principal.

GUIDANCE SERVICES

Students, parents, and staff can request help and information from the Guidance Office as needed. Counselors help students with academic issues, career and lifestyle decision making, and personal problems including crises and relationships. Counselors work with students in a variety of settings such as one to one; in small groups, informational sessions, and coping and general discussion groups; and the Aspirations Lab. Programs reflect the needs of all students. School counselors help students choose their high school courses, plan for tomorrow, decide their preferences and values, deal with concerns, and think about school and/or work after high school.

HALL PASS USAGE POLICY

Passes are required EVERY time a student leaves the classroom. At any time in the hallway, a staff member can and will request to see your hall pass. These requests are in the interest of everyone's safety here at LHS. It is expected that students will respond to these requests. If this process is not followed, disciplinary action could result. Sign-out sheets must be completed by the student and left with the teacher before any student leaves the classroom. Both the sign-out sheet and traveling passes must be properly completed before a student exits and when a student returns to the classroom.

-Orange hall passes**

- Will have teacher name in big letters on back of pass
- Are to be given to ONE student at a time
- Must be filled out by student (on yellow insert)
- Are used for tasks (locker visit, drink, bathroom break, book return, etc.) that should take five minutes or less

-Salmon traveling passes

- Must be filled out by the teacher with ONE student's name, time, and destination per pass.
- Are for tasks (nurse's visit, guidance/main office visit when a student is called to office, other guidance, main office, or SRO visits at teacher's discretion) that are allowed to take longer than five minutes.
- Must be returned to teacher with signature and time on it from sending teacher

-Other paper passes

- Library passes, guidance passes, and health center passes will be honored.

**** For the 2020 - 2021 school year, orange hall passes will not be used. Covid paper passes will replace the traditional orange pass while LHS is engaged in the hybrid model during the pandemic.**

Passes must be written by receiving staff person for the following and NOT the sending teacher, must be presented to and signed by the classroom teacher for approval:

- To work in the library
- To visit the homeless liaison
- To change a schedule or discuss a non-emergency issue with a school counselor or clinician
- To see another teacher

Teacher action for violations:

- First offense - address offense directly with student
- Second offense - call home and give student teacher detention
- Three or more offense(s) – call home and office write-up for each offense

HARASSMENT/BULLYING

The Lewiston High School believes that bullying, including cyberbullying, is detrimental to student well-being and 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. Bullying, including "cyberbullying," is not acceptable conduct in Lewiston Public Schools and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited. Students bully/harassing other student(s) will face disciplinary action/suspension

Definition of Bullying

"Bullying" and "cyberbullying" have the same meaning in this policy as in Maine law:

Bullying

"Bullying" includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student.

Cyberbullying

"Cyberbullying" means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

See page 45 of this handbook for more specific examples of bullying.

*Refer to LPS Policy Manual section **JICK** for further explanation and student consequences regarding bullying.

HAZING

Hazing is any action or situation that recklessly or intentionally endangers the mental, emotional, or physical health of any school personnel or student. Hazing is strictly prohibited at Lewiston High School. Incidents of hazing are subject to administrative action.

HEALTH SERVICES

The School Nurse provides health services and programs that are beneficial to the students' physical and emotional well-being in the school environment. Vision and hearing testing is done on request throughout the school year. Health counseling and free health pamphlets are available. Students with special health needs should report to the nurse's office. Students not in compliance with Maine law concerning immunizations may be excluded from school until the matter is resolved.

HONOR ROLL (Academic)

To qualify for the honor roll, students must be in good standing in matters of behavior, and be a full time student.

Grades 9-12 Honors for Academics

High Honors: Three course grades above a 92, no grade lower than an 85

Honors: No grade lower than an 85

Grades 9-12 HOW Honors

Habits of Work Honor Roll: Students must maintain a 3 or higher on the Habits of Work rubric in each course for the quarter

HOW
LHS Habits of Work Rubric
SY 2020 - 2021

4	3	2	1
Almost Always (more than 90% of the time) • Completes formatives • Meets deadlines • Participates effectively in class activities(includes regular, on-time attendance)	Consistently (approx 80% of the time) • Completes formatives • Meets deadlines • Participates effectively in class activities(includes regular, on-time attendance)	Sometimes (approximately 51-79% of the time) • Completes formatives • Meets deadlines • Participates effectively in class activities(includes regular, on-time attendance)	Rarely (less than 50% of the time) • Completes formatives • Meets deadlines • Participates effectively in class activities(includes regular, on-time attendance)

HOUSE OF REPRESENTATIVES EXPECTATIONS AND RESPONSIBILITIES

Responsibilities of the house members will include, but are not limited to:

- Checking in with his/her constituency (DA) about topics of interest/concern to the student body and bringing those forward to the house
- Working with other house members to write proposals to bring forward to administration or other groups
- Articulating concerns in a respectful manner that can be "heard"
- Bringing information back to the constituency(the DA) with news and updates
- Consistent attendance at the house of representatives meetings
- Being aware of dates and times of meetings
- Being on time and exhibiting respectful behavior during meetings
- Checking in with classroom teacher if missing part of a class for a meeting
- House members represent their class and school. They serve as leaders and models both inside school and in the community, and are expected to project a positive image of Lewiston High School.
- In order to remain in the House of Representatives, members must be students in good standing both academically and in matters of discipline.
- Work to inform/promote non-athletic clubs and activities.

House and Senate Meetings will be scheduled at the beginning of the school year by administration.

INCIDENT MANAGEMENT TEAM

In the event that there is an incident or threat to the well-being of the LHS community, the principal will make the decision for the Incident Management Team to meet. The purpose of the team is to gather information about the event, design a plan to assist members of the LHS community in dealing with the event/incident, and implement/monitor the school's incident plan.

- Lewiston High School Admin Team
- Lewiston Regional Technical Center Leadership
- Adult Education Leadership

→ Incident Commander:	High School Principal/ LRTC Director
→ Public Information Office:	High School Principal/ LRTC Director
→ Safety Officer:	High School Assistant Principal/LRTC Assistant Director
→ Liaison Officer:	High School Assistant Principal/LRTC Assistant Director
→ School Liaison Officer:	School Resource Officer
→ Operations Chief:	Determined as situation escalates
→ Planning Chief:	Determined as situation escalates
→ Logistic Chief:	Facilities Director
→ Finance/Administration Chief:	Chief Administrative Officer

LATE TO CLASS (Tardy or LU)

Late to school and/or class is not acceptable. If a student is late to class, **First offense:** Student will be sent to the office for a late pass for periods 1&5 only, and the teacher addresses the offense directly with student. **Second offense:** Student will be sent to the office for a late pass for periods 1&5 only, receive a teacher detention, and teacher will call home. **Third/fourth offense:** The teacher will call home and student will receive discipline referral for each additional offense. Habitual lateness will have a direct impact on student performance and will carry disciplinary consequences as determined by administration. Notification must be submitted within one (1) week in order to excuse being late. If not received within one (1) week, being late will remain unexcused. Being late (unexcused), to class 40 or more minutes will result in an attendance posting of Absent Unexcused for that period. (Additional information on absences and being late is contained in the school attendance policy which is available on the school website.) See extra-curricular policy (pg.31) for full-day attendance.

LIBRARY

All students are strongly encouraged to visit the library often and to become familiar with its resources.

The library is open from 7:15 a.m. until 12:15 p.m. Books are loaned for two weeks; reference books and periodicals may be borrowed only overnight. Students will be responsible for the cost of materials lost or destroyed.

LOCKERS

Due to Covid 19 concerns, there will be no lockers assigned to students for the 2020--2021 school year.

LOITERING

The school building closes for the school day at 2:10 p.m. and all students must leave at that time unless they are involved in a school activity or under the supervision of staff. The expectation for behavior and pass usage is the same after school as it is during the school day. Students who do not abide by this expectation will be asked to leave the campus. Refusal to cooperate will result in further administrative action. During winter months, students must plan ahead to arrange appropriate and timely transportation for themselves.

MAKE-UP WORK

All work missed due to absences must be made up. Upon return to school, students have one week to make up work. For excused absences longer than three days, arrangements will be made through administration. It is the student's responsibility to seek make-up assignments from each teacher, and responsibility for completion of the assignments lies entirely with the student. Those assigned a suspension must adhere to the suspension make-up policy.

MESSAGES AND DELIVERIES TO STUDENTS

Students will not be given messages unless they are of an emergency nature from a parent or guardian. Deliveries (e.g., flowers, food or balloons) will not be made to classrooms and students will not be called from classrooms. Students are expected to pick up food deliveries during their scheduled lunch sitting in the main office. This is an important rule that is strictly enforced by the main office staff to ensure students are not missing out on educational classroom time. Food deliveries from Doordash, UberEats ect . are not allowed under any circumstances. Delivery personnel and parents dropping off fast food, coffee, etc. will be turned away .

NURSE

A school nurse is available 5 days a week at all Lewiston Public Schools. Students who are ill or injured will be sent to her. If she determines that it is in the best interest of the student to go home, she will attempt to contact and inform the parent, guardian, or person designated on the emergency form. The nurse keeps and oversees the taking of medication by students, maintains the health record of each student and any new health condition should be reported to her. Lewiston Public Schools, Grades Pre-K to 12 school nurses will follow standing orders as recommended by our school health advisor and protocols as issued by the State of Maine School Health Policy Manual. Lewiston Public Schools school nurses will use the protocols and standing orders as stated in the school manual and cited below:

Emergency Medications

****Epi Pens***

(Injection of 0.15mg Epinephrine 1:2000 [EpiPen Jr] for students weighing 33-66 pounds)

(Injection of 0.3mg Epinephrine 1:1000 [EpiPen] for students weighing more than 66 pounds)

Directions: Give one (1) injection and call Emergency Rescue 911. Epi Pens must be available for immunization clinics. An Epi Pen will be kept in the school nurse's office at each school for use with acute allergic reactions presenting with respiratory distress, loss of consciousness, or signs of anaphylaxis (difficulty breathing, wheezing, redness of skin, hives/rash, cough, pulse variations, convulsions, or cyanosis).

**Benadryl may be given for mild attacks such as hives. Dosing will be calculated based on the child's age and/or weight.*

Prescription and Over-the-Counter Medications

**Medications ordered by a health care provider must be given under the direct supervision by the school nurses. See each school's individual medication policy.*

**Over-the-Counter medication MUST be supplied by the parent and may be given for a period of 15 days without a written order or signature from a health care provider. If the medication is expected to be given longer than 15 days it will be necessary to obtain a written order as well a signature from health care provider.*

Topical Medications

**Calamine lotion, hydrocortisone cream, or "anti-itch gel" may be used for rashes/insect bites*

**Anbesol/Orajel may be used for dental pain or mouth ulcers*

**Topical antibiotic ointment (Bacitracin, triple antibiotic ointment, bactine) may be used for abrasions or minor cuts*

Other

**Ticks may be removed using proper technique by the school nurse after assessment*

**Menthol containing cough suppressants may be given as directed by the package after assessment by the school nurse. These may be provided by the parent/guardian or at times, the school nurse*

****In an emergency, if unable to reach parent/guardian/emergency contact, the Emergency Rescue Service will be called for transportation to the nearest emergency department****

PARENT/GUARDIAN COMMUNICATION

At times during the school year, parents/guardians are invited to participate in meetings with teachers, counselors, and/or administrators to discuss a student's academic or behavioral situation. A parent/guardian may also request a conference at any time, or use email to contact teachers or administrators.

The Parent Portal now allows parent and student access to grades, attendance and other information via the internet. Login codes and passwords may be mailed home, along with instructions for retrieving student information.

Information and events are posted on the school website:

<http://lhs.lewistonpublicschools.org>

PARKING

Student parking at LHS is a privilege. Only students in good standing will maintain parking privileges. Students must register their vehicle(s) with the main office.

- Student parking is allowed only in designated student parking lots.
- Areas designated as faculty/admin parking are off limits to students.
- Motorcycles are to be parked in special spaces provided.
- No vehicle is to be parked on sidewalks, paths, or grass/gravel areas adjacent to each parking lot.

The license number of imprudent or unsafe drivers will be reported to the police. The speed limit on campus is 15 miles per hour. Parking violators will be tagged and/or the cars will be towed at the owner's expense. Discipline may also be assigned. The school reserves the right to inspect any vehicle at any time, at the discretion of the administration, in order to maintain the integrity of the school environment and to protect all students.

PHYSICAL RESTRAINT

Lewiston Public Schools employees may use physical restraint on students who present an immediate threat of physical harm to themselves or others. Restraint should not be used beyond the point necessary to prevent the student from harming him/herself or others, and should be applied in a caring manner if at all possible. For a student who cannot be safely restrained in this fashion, school officials should attempt to ensure that other students are removed from the threat of harm and that the student does not have access to items that could be dangerous. When the student is unable to be brought under control, school officials should contact the student's parents/guardians for assistance and should contact the police if necessary to maintain a safe environment. This policy can be modified in the case of students with identified disabilities through a determination by the student's Pupil Evaluation Team.

PERFECT ATTENDANCE

Perfect attendance means perfect attendance:

No absences + No tardies + No dismissals =

Perfect attendance.

POLICY ON NONDISCRIMINATION

The Lewiston School Department does not discriminate on the basis of race, age, color, national origin, sex, religion, or physical or mental disability in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Monique Gilbert, Director of Human Resources, Lewiston School Department, Dingley Building, 36 Oak Street, Lewiston, ME 04240, Telephone (207) 795-4100.

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, S.W. McCormack POCH, Room 222, Boston, MA 02109-4557.

PRAYER GUIDELINES

Students may pray in a non-disruptive manner on school property subject to the rules that normally pertain to the applicable setting.

Students in informal settings, such as cafeterias and hallways, may pray and discuss their religious views with each other, subject to the same supervision requirements and school rules as apply to other student activities and speech.

School administrators may impose rules and restrictions on student activities as appropriate to preserve order and further the educational process, provided that such rules do not discriminate against or in favor of religious activity or speech.

The school department will evaluate and grant, or deny, student requests to be excused from class to accommodate religious needs in the same manner that similar requests to accommodate non-religious needs are evaluated.

PUBLIC POSTINGS, POSTERS, SIGNS

All items posted in and around the school must be first subjected to building administrative approval. The original copy must be brought to the main office for a signed and dated approval stamp prior to making additional copies.

REQUESTS FOR WORK

In the case of extended excused absences, students and/or parents may request the work missed from the Guidance Office. Requests must be made directly to the Guidance Office.

SCHOOL BOUNDARIES

Front: East Avenue between school entrances abutting YWCA and Roux Insurance properties.
Webster Street Side: Area abutting woods between East Avenue and Marcotte Park gully.
Rear: Athletic fields to Birch Street
Bartlett Street Side: Area abutting the faculty parking lots to Connors Elementary School

SCHOOL RESOURCE OFFICER

Lewiston High School has a school resource officer from the Lewiston Police Department assigned to the school. The Resource Officer is considered a member of the faculty and, as such, has access to student records to protect the health and safety of students and others.

SCHOOL SONG

Lewiston High School marches on today,
our flags and colors streaming all the way.
We all love you more than we can say.
So... give a cheer, for a school so dear, as LHS.

SCHOOL SPIRIT

School spirit is a very important part of life at Lewiston High School, and it means loyalty to all functions of the school. Please be courteous toward school personnel, teachers, fellow students, guests, and officials of school activities, have pride in everything our school tries to and has accomplished, and display good sportsmanship (the ability to win and lose gracefully).

SKATEBOARDS

Upon arrival at school, students must store their skateboard in a locker. If the skateboard is too large it must be held by a teacher or admin for the day. Students seen walking around the building with a skateboard are subject to disciplinary action.

SPECIAL EDUCATION

Special education services are available for students who need specialized instruction and qualify according to federal guidelines. Any parent, teacher, or guidance counselor may refer a student to special education services. Once referred, the special education coordinator will review the student's file to decide whether further assessment is warranted. Students who do not qualify for special education but who have a disability that affects one or more life functions may qualify for accommodation services under Section 504.

SPECIAL EDUCATION AND SECTION 504 CHILD FIND NOTICE

The District has a duty to locate, evaluate and identify any child residing in the District who qualifies for Special Education services or any child attending public schools who may require Section 504 accommodations or services.

Children eligible for special education include those children with disabilities who have autism, deaf-blindness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, acquired brain injury, visual impairment, or developmental delay and who, because of such an impairment, need special education services.

Children eligible for Section 504 accommodations or services include those children who have a physical or mental impairment that substantially limits a major life activity.

If you suspect your child has a disability and may need special education services or 504 accommodations, or if you would like additional information, please contact your child's teacher, or call the District's Special Education Director.

Special Education Director: Pam Boucher
Telephone: 207-795-4100

STUDENT RECORDS

Parents and legal guardians, as well as students 18 years of age or older, are entitled to certain rights under the Family Education Rights and Privacy Act. A complete copy of the procedure relating to this topic may be obtained by contacting the Office of the Superintendent of Schools. However, the following four items outline the rights under this law:

1. Access to the educational records of the student upon request of the student's building principal or guidance office.
2. The right to an explanation/interpretation of the record contents.
3. The right to a copy of the educational records at cost to the parent/guardian.
4. You may file a complaint concerning any alleged failures by the Lewiston School Department to comply with the law by submitting a complaint in writing to:

The Family Education Rights & Privacy Act Office
Department of Health, Education, & Welfare
330 Independence Avenue, S.W.
Washington, DC 20201

The three types of pupil records maintained by the School Department include:

1. Directory information on students such as names, addresses, telephone numbers, ages, major fields of study, and athletic/activity participation.
2. Academic records such as grades, class ranks, honors/prizes.
3. Personal and assessment records including aptitude scores, mental ability, student health records, etc.

All directory information, as well as information relating to academic honors, prizes, etc., may be made public or provided to a military agency or postsecondary institution without notice, unless the school is notified in advance that such information is not to be released.

STUDY HALLS

Study halls are provided to students as an opportunity to complete school assignments. Students assigned to a study hall must attend. Study areas are quiet areas.

STUDY HALL RULES AND GUIDELINES

1. Be on time to study hall.
2. Students must sit in assigned seats. Seats will be assigned by the study hall monitors.
3. Students must get passes (library, teacher, guidance) before the bell rings to begin study hall. Students must sign out of study hall.
4. The orange pass is a 5-minute pass for getting a drink at the water fountain or for using the bathroom. Only one student is allowed out of study hall at a time.
5. Study hall schedule:
 - a. *First 60 minutes – Quiet, individual student work time.
 - b. *Last 20 minutes – Quiet talking allowed between students (at the discretion of study hall monitor). If students are excessively noisy and uncooperative, this time will be reduced or eliminated.
6. All school rules apply. Appropriate classroom behavior and respect is expected at all times. Violating rules will result in:
 - a. First Offense – verbal warning (approach student one on one).
 - b. Second Offense – moving student seat; if electronic violation, student must give study hall monitor their electronic device for the remainder of the period.
 - c. Third Offense – Student sent to main office. Administration will call Parent/Guardian and discuss appropriate discipline, action or consequences.

**** Class period length may vary during the 2020 - 2021 school year during the hybrid model.***

Students who wish to study in the library or with a teacher during study hall may do *so only with a proper pass obtained prior to the study hall, and by first signing out with the study hall teacher*. Only one student at a time will be permitted out of study hall on a pass. Study halls are considered to be a regular class. A student who abuses study hall procedures will face disciplinary action up to and including suspension from school.

SUSPENSIONS FROM SCHOOL

Students who are found to be in violation of school policy, or who contribute to serious disruption of the educational process, may be suspended from school for a period of up to ten (10) days. No student under suspension is allowed on school grounds during the term of their suspension, nor are students allowed to participate in, or to attend school sponsored activities (home/away). Every attempt will be

made to notify the parent/guardian by phone in regards to a student's suspension. **Snow, vacation, and holiday days do not count toward the number of days suspended.**

Students who are assigned an In-School Suspension may make up work during the day, while in ISS. Students who receive an out of School Suspension may make up the work missed due to the suspension by submitting all of the make-up work to the teacher on the day they return from suspension. It is the student's responsibility to obtain the academic assignments and make up the work missed due to the suspension. For schoolwork missed that requires teacher assistance or supervision (tests, quizzes, labs, etc.), the teacher will establish a reasonable date and time for completion of the work.

TEXTBOOKS

Students will be issued textbooks in good condition. Students are responsible for maintaining the book in the same condition as when received. All textbooks should be covered. All textbooks are to be returned at the end of the course. Students will be charged for lost or damaged textbooks and report cards may be held until outstanding obligations have been suitably satisfied. Participation in graduation ceremonies may also be revoked until outstanding obligations have been satisfied.

Textbooks issued to students are the property of the school department. Students, parents, or guardians will be billed for textbooks that are lost or damaged to the point of being unusable. The bill amount will be set by the school using cost information from each content area.

1. Teachers will maintain an inventory of all books issued to students. This will include the specific book number assigned to each student.
2. At any time that a book is determined to be lost a bill for that book will be submitted by the teacher.
3. At the end of each quarter, teachers will check issued books and submit bills for any that are missing.
4. All book bills will be submitted electronically using the LHS online book billing form.
5. All payments for book bills will be received and recorded by the school receptionist, and a receipt will be issued.
6. If a lost textbook is located or returned after a bill has been submitted, the receptionist must be notified.
7. In cases where a textbook is in continuing classroom use, a student who has lost a book will be issued another copy (if available).

TOBACCO/ELECTRONIC CIGARETTE/VAPE USE AND POSSESSION

In order to promote the health, welfare and safety of students, staff and visitors and to promote the cleanliness of Lewiston Public Schools' facilities, the School Committee prohibits smoking and all other use of tobacco products in school buildings and other school unit facilities, on school buses, school vehicles or vehicles leased to schools, and on school grounds at all times by all persons. In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times. Employees and all other persons are also strictly prohibited, under law and School Committee policy, from selling, distributing or in any way dispensing tobacco products to students. All of these same prohibitions shall apply to electronic cigarettes and other devices designed to deliver nicotine through inhalation or "vaping," or used to simulate smoking.

- **First offense:** 2-day suspension or participation in two meetings with the school substance abuse coordinator/counselor within 5 school days of the infraction, as staff scheduling permits.
- **Second offense:** 4-day suspension
- **Additional offenses:** 2 days added for each offense (6, 8, 10 days)

Minors in violation of the State of Maine tobacco law governing minors will be reported to the police, as required by state law.

TRESPASS

Students suspended from school are not to be on school property. School Administration may issue a criminal trespass warning to students or other individuals who are not authorized to be on school grounds or to individuals who present a risk to the peace and safety of the school. Failure to adhere to this warning may lead to arrest by law enforcement.

VANDALISM

Lewiston High School is public property and students have the right and privilege to use it. School citizens have the responsibility to take care of the building and to see that others do not deface, destroy, or mar any part of it. It is important that all students assume the responsibility of appropriate behavior and discourage those who would damage or destroy school property. Disciplinary action will be taken in any instance of willful defacing or damage of school property.

VIDEO SURVEILLANCE

Lewiston High School uses a video monitoring system in the building and on school grounds which is governed by School Board Policy.

VISITORS

Non-LHS students wishing to visit LHS must first submit a letter from a parent/guardian requesting permission to attend for a day. Students requesting permission to bring a visitor to school, for educational purposes, must first obtain written permission from an administrator and

the appropriate teachers prior to the day of the visit. If a visitor is presently enrolled at another school, and that school is in session on the day of the intended visit, a letter verifying permission from the visitor's school will also be required. All visitors to the school must register in the main office and show a valid photo I.D.

WEAPONS

Firearms, firearm replicas, knives, other weapons, or other objects which can be construed as weapons are expressly prohibited on school grounds. This includes any object specifically intended to do bodily harm. The minimum penalty is a ten (10) day suspension. Possession of a firearm requires a one (1) year expulsion from school and referral to the appropriate authorities.

WORK PERMITS

Students who are fourteen or fifteen years old need a work permit to be legally employed in Maine. To apply for a work permit, students need to secure employment first, and then report to the Guidance Office, bringing a birth certificate, a social security card, and a parent or legal guardian (signature required). Applicants must be attending school and passing a majority of their classes.

ANNUAL NOTIFICATION OF THE AHERA MANAGEMENT PLAN SCHOOL YEAR 2020-2021

Dear Parents, Teachers, Building Occupants, and Employee Organizations:

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which required schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled and rated according to condition and potential hazard. Every three years, Lewiston Public Schools has conducted a re-inspection to determine whether the condition of the known asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBMs. At the last inspection conducted during 2006, all materials listed in the Management Plan as asbestos-containing were inspected and found to be in good condition.

The law further required an asbestos management plan to be in place since 1989. Lewiston High School has developed a plan, as required, which has been continually updated. The plan has several ongoing requirements; publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos-containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

Lewiston Public Schools has no scheduled asbestos related activities planned for the school year.

It is the intention of the Lewiston School Department to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the school district administrative office or administrative office of the school during regular business hours. Josh Breau, Director of Facilities and Projects, our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 795-4107.

Pesticide Notice

Dear Parent, Guardian, or Staff Member:

I am writing about three subjects that can affect children's health in school: pests, pesticides and your right to know.

Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school 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 to detect pest problems and prevent the pests from becoming established. Some techniques we will use include 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 (IPM).

Pesticide Use

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

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. 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.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM Coordinator, Ray Roy, Building Maintenance Director, at 795-4107.

If you have any questions, please contact Josh Breau. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm.

Sincerely,

Josh Breau, Facilities Director

LHS Values and Standards for Ethical and Responsible Behavioral Management

Our mission is to foster academic and personal excellence by cultivating essential skills and positive attitudes while educating students to become productive citizens.

As a school community, we are dedicated to the values of:

- ◆ **Respect - Show respect for people, ideas, and property**
- ◆ **Citizenship - Demonstrate good citizenship in the school and in the community**
- ◆ **Responsibility - Demonstrate responsibility for personal decisions and actions**
- ◆ **Safety – Uphold a safe environment that supports teaching and learning**

A person who is **RESPECTFUL**:

- Respects opinions, views and beliefs that differ from his/her own
- Supports and contributes to a healthy and safe environment
- Respects school property and encourages others to be respectful of property
- Does not interrupt or disrespect teachers, staff members, or peers
- Is typically on time and prepared for class
- Works cooperatively with others in a group

A person who demonstrates good **CITIZENSHIP**:

- Treats others the way he/she would like to be treated
- Is likely to volunteer
- Appreciates diversity
- Participates in and/or supports school activities
- Is a leader and positive role model both in and out of school
- Works to make the school and community a better place
- Lends a helping hand to those in need and empathizes with others

A person who is **RESPONSIBLE**:

- Answers for personal actions or failures to act
- Does what he/she thinks is right
- Is dependable and makes good choices
- Is honest and does not blame others for his/her own mistakes and/or bad choices
- Takes pride in his/her schoolwork

A person who upholds a safe environment that supports teaching and learning is **SAFE**:

- Knows there is zero tolerance for alcohol, tobacco and other drugs
- Follows the student dress code
- Reports harmful, hateful, or dangerous behavior to an adult
- Reports incidents or potential incidents of fighting, hazing, harassment and/or bullying
- Is aware of the school's resource officer
- Follows all crisis management policies and procedures (fire drills, etc.)
- Helps keep the building secure during the school day
- Ensures all visitors must show a photo ID and have a visitor pass to access the building
- Knows that objects/weapons specifically intended to do bodily harm are expressly prohibited on school grounds

Lewiston High School Student Behavioral Management

DISCIPLINE AND BEHAVIOR RELATED OFFENSES AND CONSEQUENCES

The following range of consequences should apply in most circumstances. In unusual or extreme cases, this range may not be appropriate. For cases involving absence, truancy, class cutting, tardiness to school or class, the intention is not to remove the student from the school or the classroom setting except in extreme circumstances. The goal of discipline is to positively change student behavior. All attendance related offenses must be dealt with in accordance with Lewiston High School's attendance policy.

<i>Teacher-Managed Behaviors Minor</i>	<i>Office-Managed Behaviors Major I</i>	<i>Principal/Superintendent Major II</i>
Possible consequences based on behavior: • Verbal Reprimand • Time out of classroom/break (parent/guardian contact recommended) • Loss of privileges/hall pass (parent/guardian contact recommended) • Teacher detention (parent/guardian contact required) • Teacher/administrator conference with student AND Guidance referral (parent/guardian contact required) • Conference with parent/guardian • Written notification/ODR (parent/guardian contact required)	(Parent/guardian contact required) Teacher Detention & Contact Home ↓ Restorative Practices ↓ Detention/Intervention ↓ Admin Intervention ↓ Diversion & Guidance referral ↓ Suspension ↓ Staffing meeting/explore alternatives	(Parent/guardian contact required) Discipline hearing in front of School Committee ↓ Recommendation for expulsion
Restitution for loss or damage may be required in addition to any of the above consequences. Illegal activities may require the involvement of law enforcement.		

Definition of Events

Offense	Definition	Minor/Major
Alcohol Related	Incidents where students possessed or used alcohol on school grounds or were under the influence of alcohol while on school grounds	Major
Illicit Drug Related	Drug-related incidents are incidents involving possession or use of substances that include tobacco or illicit drugs (including steroids, all prescription drugs for which the student does not have a prescription and inappropriate use of nonprescription drugs and other substances). Drug-related incidents will include illicit drugs possession on school grounds, being under the influence of illicit drugs on school grounds, tobacco possession or use on school grounds, trafficking or possession for sale of illicit drugs on school grounds.	Major
Harassment (Bias Based)	Any form of behavior based on a student's actual or perceived race, color, sex, national origin, ancestry, religion, gender identity, gender expression, sexual orientation or disability.	Major
Violence with Physical Injury	Any physically violent incident with injury where one or more students, school personnel, or other persons on school grounds require professional medical attention.	Major
Violence without Physical Injury	Incidents involving violent behavior or the threat of violent behavior but that did not result in the need for professional medical attention.	Major
Weapons Possession	Weapons possession is the possession of the following or similar items: handgun, shotgun or rifle, other type of firearm (e.g. devices designed to expel a projectile, grenade, explosive), knife, other sharp object (e.g. razor blade, ice pick, Chinese star), other object (chain, brass knuckle, billy club, stun gun), or substance used as a weapon (mace, tear gas).	Major

Bullying includes, but is not limited to a written, oral or a physical act or gesture or any combination therefore, directed at a student or students that has the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear which ultimately interferes with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school.

This can include, but is not limited to:

- Pervasive Taunting/Teasing
- Posturing
- Name Calling
- Belittling
- Mocking
- Put-downs
- Demeaning Humor
- Hurtful Imitations
- Manipulating his/her relationships with others such as spreading rumors or social exclusion
- Verbal or non-verbal threats or intimidations to harm a student or other individuals or their possessions including aggressive, menacing or disrespectful gestures
- Hiding books, backpacks or other possessions

Lewiston High School

Student Handbook

I, _____ have read, understood and agree to abide by the policies and procedures in the 2020 - 2021 Lewiston High School Student Handbook. Every effort was made to align the LHS Student Handbook with Lewiston Public School, however, if there is a discrepancy between the Student Handbook and policies, the policies will have precedence over the Student Handbook.

Student Name _____ Date _____

Student Signature _____

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____

Please return this signed and dated form to your DA advisor, or to the main office, no later than Friday, October 2, 2020.

Dear LHS Parents and Guardians,

This year, in an attempt to save our district money on postage, paper and printing cost, I am asking parents to go paperless! We have over 1,400 students enrolled at Lewiston High School. Last year, we spent over \$6000.00 for postage, mailing home progress reports and report cards. This does not include the cost of printing the reports or the paper.

Parents and students can view student's grades on PowerSchool at any time, day or night. If you need a PowerSchool login number, please call 795-4190.

If you would like to receive a paper copy in the mail, please fill out this form and return to the main office as soon as possible. Thank you for your part in helping to save our district's valuable financial resources!

Sincerely,

W. Gus LeBlanc
Principal

I (print) _____ DO
NOT want to go paperless in the 2020-2021 school year. I would
like to receive progress reports & report cards in the mail.

Student's Name _____ Grade _____

Signed _____ Date _____