

STUDENT HANDBOOK

2020 – 2021

**400 BROADWAY
ROCKLAND, ME 04841
Phone: (207) 596-2010
Fax: (207) 593-3692**

Table of Contents

[STAFF ROSTER](#)



[RSU 13 School Board Members](#)

[A. Communication](#)

[School Cancellations](#)

[B. Academics](#)

[Description of Academic Programs](#)

[Graduation Requirements](#)

[Graduation Requirements](#)

[Community Service Graduation Requirement](#)

[Advisories](#)

[Mid-term and Final Exams](#)

[How Grades are Determined](#)

[Final Grade Determination](#)

[Incomplete Grades](#)

[Dropped Courses](#)

[Failed Courses and Grade Point Averages](#)

[Marking Periods Dates:](#)

[Elementary and Secondary Education Act – School Report Cards](#)

[School Report Cards:](#)

[Class Rank](#)

[Retaking Courses](#)

[Home Schooling](#)

[Honor Roll Designation](#)

[Honor Graduate Designation](#)

[National Honor Society](#)

[Alternative Credits](#)

[Early Graduation Procedure](#)

[Graduation](#)

[Transfer Credits](#)

[TESTING](#)

[Dual Enrollment](#)

[Aspirations Program](#)

[Targeted Learning](#)

[B. Attendance](#)

[Make-up](#)

[Dismissals](#)

[Tardies](#)

[Family planned vacations:](#)

[C. Conduct and Discipline](#)

[Academic Honesty](#)

[Dress Code](#)

[Passes](#)

[Drug and Alcohol Use](#)

[TOBACCO USE AND POSSESSION](#)

[Electronic Device](#)

[Student Vehicles](#)

[Weapons, Violence and School Safety](#)

[Bullying & Cyberbullying Prevention in Schools](#)

[Privileges](#)

[Disciplinary Procedures](#)

[Disciplinary Removal of Students with Disabilities](#)

[D. Extra Curricular](#)

[Academic Eligibility](#)

[Conduct Eligibility](#)

[Attendance Eligibility](#)

[Drinking, Use of Tobacco or Drugs](#)

[Student ADinking, Use of Tobacco or Drugsactivities](#)

[E. MLTIDrinking, Use of Tobacco or Drugs](#)

[F. Misc.](#)

[2017-2018 School Lunch Prices](#)

[Telephone](#)

[Student Illness/Use of Nurse's Office](#)

[Student Guests](#)

[Lost and Found](#)

STUDENT HANDBOOK

2020 – 2021

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[Student Educational Records-Release of Personal Information](#)

[Student Education Records – Annual Notice](#)

[Emergency Evacuation Procedures:](#)

Oceanside High School reserves the right to modify student handbook at any time.

OCEANSIDE HIGH SCHOOL
STAFF ROSTER
2019 – 2020

Visit the school website at www.rsu13.org and click on the Directory tab for a complete listing of all faculty emails. You may also choose to email teachers through the Power School Parent Portal account. Teachers may also be reached between 7:10-7:30 and 2:00-2:20.

ADMINISTRATION

Jesse Bartke, Principal

Terri Church, Assistant Principal

Molly Bishop, Athletic Director

Scott Browning, Student Support Coordinator

Janice Miller, Admin Assistant

Laura Curtis, Admin Assistant

Janelle Brooks, Admin Assistant

Student Services

Paula McShane, Guidance Counselor

Colin Malone, Guidance Counselor

Sue Snow, Registrar

Ilmi Carter, Nurse

Lindsay Farmer, Career Counselor

Hannah Faesy, Social Worker

ENGLISH

Dwight Blue

Randi Lamkins

Caleb Lawrence

Stefani Gundel

Jennifer True

Jean Bragan

SOCIAL STUDIES

Katie Nicholls

Terry Costa

Kelly Taylor

Michael McGuire

Peter Conover

Alex Fayvil

ALTERNATIVE EDUCATION

Christina Lanphere

Martha Toothaker Ed. Tech.

TECHNOLOGY

Esther McKay, Integration Specialist

FOREIGN LANGUAGES

Rachel Brimer, French

Megan Thill, Spanish

Gretchen Jordan, Spanish

VISUAL & PERFORMING ARTS

Jared Cowan, Art

Lily Hyde, Art

Lauren Casey, Instrumental/Vocal

Alison Johanson, Drama

HEALTH/PHYSICAL EDUCATION

Joanna Hall, Physical Education

Richard Kelley, Physical Education

Nate Grade, Health

SCIENCE

Mary Gaudette

Anna Young

John Hagin

Joshua Mahar

Rachel Aucoin

Emily Hall

MATH

Michael Tolman

Jeffrey Wright

Briana Coburn

Amanda Shortall

Allison Ward

Elsie Mason

Library

Ellen Spring

Computer Science

Ken Russell

ELL

Nancy Killoran

GIFTED AND TALENTED

Jennifer Cross

Special Ed.

Shannon Cheviot

Janet Corcoran

Colleen Rickard

Jennifer Derene

Shawn Anderson

Jessica Falconer, Social Worker

Stephen Hensel, NorthStar Program

Beth Parmley, Speech

Hilary Creighton, Case Manager

JMG

Jane Ann Reinink

ED. TECHNICIANS

Elaine Ernst

Mary Ann Giasson

Melissa Stevens

James Taylor

Megan Rickard

Zackary Wincklhofer

Peter Yanz

Jill Hanley

Anne Wunderli

Richard Smalley

Priscilla Johnson

Jani Flanagan

Tammy Rolfe

Autumn Brown

Leslie Townsend

CUSTODIANS

Jared Daniels - Nighttime

Corrine Grant

Colin Grierson - Nighttime

Andrea LaBranche - Nighttime

Shawn McFarland - Nighttime

Laura Myers - Nighttime

FOOD SERVICE

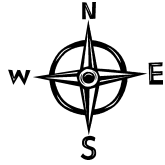
Catherine Dinsmore

Brittany Lessard

Amanda Widdecombe

AFTER SCHOOL CLUB COORDINATOR

Alanna Hernandez



Oceanside High School Mission Statement

The RSU #13 School Community believes all students must acquire the skills to be successful in the 21st century. We believe the learning environment fosters engagement, innovation, creativity, wellness, and self-expression. To support this, RSU #13 provides a rigorous curriculum, a safe and supportive learning environment, high expectations for all students, and a wide variety of classroom and co-curricular opportunities.

Students in RSU #13 will *chart a course* to their future by:

Communicating Effectively

Organizing Information Resources

Meeting High Academic Standards

Participating

Analyzing and Solving Problems

Sharing and Collaborating

Serving the Community

Adults in RSU #13 are committed to the success of each student by:

- * Relying on data and current research in making decisions,
- * Modeling desired behaviors,
- * Reflecting and always learning,
- * Collaborating with colleagues
- * Promoting a positive school culture,
- * Using current/latest technology skills,
- * Solving problems creatively and innovatively,
- * Passionate and invested

RSU 13 School Board Members

Loren Andrews- Chair
Carol Bachofner - Vice Chair
Doug Curtis, Jr.
Amy Williams-Beers
Chelsea Avirett

Gerald Weinand
Thomas Peaco
Susan Allen Thomas
Mark Lewis

A. Communication

Automated Phone Call System

Oceanside High School uses an automated phone call system to notify parents and students of school cancellations, special events, and emergency situations. The home phone number listed on your emergency card is used for this system. Contact the main office if you would like to change your phone number, add numbers or opt-out of this service.

Email Notifications

Oceanside High School will occasionally send out email notifications and announcements. Contact the office if you need to update your email address or if you would like to opt out of this service.

School Cancellations

RSU 13 TEXT ALERTS!

To receive Text Alerts please text “Alert” to 22300 to receive school cancellations. Please make sure you let the school know if your phone number changes so we may make corrections in Power School as this is where the phone number is pulled from.

When school is cancelled, announcements will be made on:

Television

WCSH Channel 6
WABI Channel 5
WMTW Channel 8
WGME Channel 13

Radio

WRKD / WMCM / WQSS / Coast 102.5

Online

[Village Soup](#)
wcsh6.com

B. Academics

Description of Academic Programs

These levels of course offerings help to define our classes, but student selections are not restricted to just one level or program. Students will always be encouraged to select courses that will help support their academic learning and reach their personal goals. A primary goal of Oceanside High School is to offer a challenging range of courses while providing equitable access to educational opportunity and support for meeting high standards.

ACCELERATED COURSE OFFERINGS – A (HONORS)

Courses at this level are based on a college preparatory curriculum but require more focus. Students will be expected to demonstrate a deeper level of understanding of the concepts introduced. Critical thinking skills will be emphasized and students should have the ability to grasp complex ideas. Students should be able to do extensive independent work outside and within the classroom.

ADVANCED PLACEMENT- AP

Selection is based upon teacher recommendation and prior coursework. Students are expected to take the AP test at the end of the school year (the opportunity to receive college credit will be based upon the final exam grade).

Graduation Requirements

The RSU 13 School Board recognizes the need to establish minimum standards for awarding a high school diploma that are consistent with State law and regulations, and with community educational value and expectations.

Upon entering high school it is necessary for students to know the requirements that will apply to their class in order to plan an appropriate sequence of course offerings that meets graduation requirements.

The Superintendent, through the high school principal, shall be responsible for making accurate information concerning graduation requirements available to incoming students and their parents prior to selecting courses for ninth grade.

Credits will be earned in RSU 13 high schools with the following exceptions:

1. Transfer Students: The high school principal will analyze transcripts to determine whether state and local graduation requirements are met. Testing may be required by the principal to determine the learning from previous experiences.

2. Home-schooled Students: Home-school students who wish to earn a diploma from RSU 13 will present transcripts and course syllabi of all previous credits earned. The high school principal will analyze these materials to determine whether State and local graduation requirements are met. Testing may be required by the principal to determine the learning from previous experiences.

3. College Classes: College classes may be taken for dual credit with prior approval of the high

school principal.

4. External high school classes: High school courses may be taken for credit through RSU 13 Adult Education, correspondence, or virtual high schools with prior approval by the principal. A syllabus will be required for approval, and a transcript will be required to receive credit.

5. Mid-Coast School of Technology: Students attending the Mid-Coast School of Technology will receive the designated number of credits for the program upon satisfactory completion of the program.

Other Considerations:

1. Early Graduation: A student who has met the State's and the RSU 13 Board's requirements for a high school diploma in fewer than four years of high school and who has had a plan for early graduation approved by the principal may be awarded a diploma from RSU 13 in advance of the student's projected graduation date.

2. Deferred Diploma: A student who leaves high school in RSU 13 before earning a diploma and who attends an accredited, degree granting institution of higher education will be awarded a high school diploma from the RSU 13 high school last attended upon proof of satisfactory completion of the freshman year of college.

3. Extended Study: Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students eligible for extended years of study may be referred to adult education or other resources suitable to young learners. Extended study for students with disabilities shall be specified in the student's Individualized Education Plan.

4. A student must complete all requirements for a high school diploma before participating in graduation exercises. Requirements include but are not limited to successful accomplishment of course requirement, satisfaction of outstanding debt (textbooks, library books, lunch money, technology, uniforms, etc.) and fulfill any assigned teacher/office detentions and/or suspensions.

5. Students will receive advanced standing but not credit for high school classes completed in the 8th grade with a grade of B or better.

All students are required to take a minimum of 7 credits each year.

To be considered a full-time student and be eligible to participate in school activities, including graduation, senior events, and interscholastic competition, a student must carry seven or more credits per year. *Exceptions will be made at the discretion of the principal.*

Graduation Requirements

<u>To Graduate in 2021</u>	<u>Total Credits 24</u>	<u>Course</u>	<u>Total Credits 24</u>
English	4 credits	Fine Arts	1 credit
Mathematics	3 credits	Health	1 credit
Social Studies	3 credits	Physical Education	1 credit
Science	3 credits including at least 1 credit in life science and 1 credit in physical science	Foreign Language	1 credit
		Community Service	50 hours

Students will need to have a learning experience in English, math, and science and technology every year they attend Oceanside High School.

A student must complete all requirements for a high school diploma before participating in graduation exercises.

Community Service Graduation Requirement

In an effort to increase social awareness and develop character and citizenship skills, OHS and the Board of Directors have adopted a Community Service Requirement for graduation. It is our belief that working with community members and organizations, on both the local and global level, will educate and empower students to make a difference. The requirements for community service are described in the school board policy [IKF-R](#).

For a weeklong activity you may log a maximum of 25 hours. For example if you are a volunteer camp counselor for a week you can earn 25 hours. For a weekend activity you may log a maximum of 10 hours. For example, if you participate in Walk For The Cure you can earn 10 hours.

Service for academic credit. Community service for which students receive academic credit is NOT applied toward the 50- hour requirement. This includes activities such as: independent studies, internships, and job shadowing.

Service through the judicial system. Community service which is court-assigned is NOT applied toward the 50-hour requirement.

Organization-based service. In general, service performed for profit-making organizations is NOT applicable, with the exception of hospitals and nursing homes. Service performed for individuals should be performed under the umbrella of an organization when possible (e.g., tutoring a student through a school, helping the elderly through the Council on Aging).

Activities such as babysitting, tutoring, or yard and housework to help a friend or neighbor can count in some situations.

Service through religious organizations. In order to be applicable, an activity may not be associated with the rituals, services, or ceremonies of any specific religion, proselytizing, or fundraising to support a specific religion or religious institution.

Thus, participation in religious services (e.g., choir membership, altar service, reading from the Torah), while a worthy endeavor, is NOT counted. However, educational activities and non-religious activities which benefit the religious community (in non-financial ways) or the community at large ARE applicable.

Documenting your hours. SIMPLY PERFORMING SERVICE DOES NOT AUTOMATICALLY PROVIDE CREDIT! In order to receive community service credit, community service hours log forms must have prior approval from their advisor and signature from the supervisor.

Examples of What is NOT Community Service

- Working for an individual teacher (or teachers).
- Normal extracurricular/co-curricular activities, such as sports and sports-related activities, cheerleading, participation in school performances, or activities related to a class.
- Work done by student aides, such as office, teacher or library aides.
- Work during regular school hours.
- Work that benefits a business or individual employer.
- Work related to a class, is for class credit or is a class/school fundraising effort.
- Job shadowing and internships
- Fundraising for a trip or activity
- Court assigned activity

Examples of What IS Community Service

- On-campus community service club activities (not meetings) such as Key Club or NHS.
- Weekend campus clean-up, beautification activities.
- Giving blood during a school-sponsored blood drive (this is an exception to the rule that community service activities cannot be performed during school hours).
- Fundraising for nonprofit organization
- Coaching youth teams
- Animal shelters
- Food drives
- Habitat for Humanity
- Fire Department Volunteer
- Military Service
- Service for individuals in need (ex. Elderly neighbor)

Failure to complete requirements may result in administrative action up to and including inability to graduate. Project pre-approval and documentation will be required, using the district approved forms posted on the website.

Advisories

Every student at OHS will have an advisor who will continue to serve as the student's advisor through graduation. Parents are encouraged to contact their child's advisor whenever they have concerns.

Mid-term and Final Exams

Every course will have final and midterm exams, projects, demonstrations, or presentations. An exam schedule will be provided. Semester courses will only have a final exam. You must take the final exams to complete the course and receive credit. Seniors will be eligible to be exempt from final exams if they have met the following criteria in the course:

- A grade of 93 or better
- No unexcused absences in that course
- No failing grades in any class
- Exemption will be at teacher discretion
- Students who take the AP exam will not be required to take a separate final for the course.

How Grades are Determined

The following system is in effect at Oceanside High School and is to be used at all times in all situations. All grades will be reported in numerical form.

93 - 100 = <i>Exceeds the standards</i>	70 - 75 = <i>Minimally meets the standards</i>
85 - 92 = <i>Proficiently meets the standards</i>	69 and Below = <i>Fails to meet the standards</i>
76 - 84 = <i>Adequately meets the standards</i>	

How Grades are Determined in a Standards-Based System

3.5-4.0-Exceeding the standards
3.0-3.49-Proficiently meets the standards
2.5-2.99-Minimally meets the standards
2.0-2.49-Partially meets the standards
1.0-1.99-Does not meet the standards

Final Grade Determination

Each teacher will devise his/her grading system. Grades will be based on the grading system established by each teacher and communicated in writing on the Course Syllabus distributed at the beginning of the course. All year long courses will include a midterm that counts for 10% and a final that counts as 10% of the final grade. All courses will include quarterly progress reports. The official grade for transcript and credit purposes is the final course grade.

Incomplete Grades

Students with extenuating circumstances, approved by the administration, may receive incomplete grades for the semester and will have a predetermined amount of time, typically ten (10) days, to complete the work. If work is not made up within that period of time, students will receive a failing grade for all work still incomplete. Any additional time must be approved by the administration.

Quarter Recovery

Students that fail to demonstrate proficiency within the quarterly grading period may request to their teacher to remediate work using a Quarter Recovery Contract with the purpose of demonstrating proficiency. Certain restrictions apply depending on course level. Typically, quarter grades can only be recovered to the point of passing. Requests must be approved by the Student Support Coordinator prior to performing the work.

Dropped Courses

Courses dropped by the end of the second week of school will not appear on the transcript. All requests to drop a course must be approved by the administration and be made during the first two weeks of the course. Students will be expected to attend class and complete assignments until the drop request is finalized. Grades will be based on compliance with these expectations.

Failed Courses and Grade Point Averages

Failed courses will appear on the transcript with the failing numerical grade figured into the GPA.

Marking Periods Dates:

SEMESTER I

9 Week Grade Report -11/13/20

18 Week Grade Report -1/29/20

SEMESTER II

27 Week Grade Report - 4/09/21

36 Week Grade Report - 6/22/21*

*pending snow days or other unforeseen school interruptions

Class Rank

Class Rank is determined at the end of the seventh semester. Accelerated courses are weighted for determining student's rank in class as follows: All numerical averages for accelerated courses (honors) will be multiplied by 1.05. College level classes taken at an accredited college or university during the 19-20 school year or later will be multiplied by 1.05. All numerical averages for AP courses will be multiplied by 1.075. GPA is figured to the 100ths and **is not rounded**.

Retaking Courses

- Students who must repeat courses due to failing grades: Both grades will appear on the transcript and both will count in the student's GPA.
- Students repeating courses voluntarily to improve Grade Point Averages: Both grades will appear on the transcript but only the second will count in the student's GPA.

Course Recovery

Students receiving a failing grade in a core course required for graduation may be able to take recovery course for a core class. Certain restrictions apply. Course recovery contracts must be approved by the Student Support Coordinator.

Home Schooling

Home schooling credits will be accepted only with documentation of a school board approved program provided to the administration. Home-schooled students will not be considered for academic graduation honors unless the last two years of full-time coursework are completed at OHS.

Honor Roll Designation

All students must be taking **6 courses (MCST courses will be counted as 4 courses)** to be considered. Weighted grades are not used for Honor Roll.

Honor Roll will be posted for **public notice** as follows:

High Honors -	All Grades	93 - 100
Honors	All Grades	85 - 100
Honorable mention	All Grades	85 - 100 with one grade 80 – 84

Honor Graduate Designations

Honor Graduates will be determined at the end of the seventh semester of their fourth year.

98.00 -	100+	=	Summa Cum Laude
96.00 -	97.99	=	Magna Cum Laude
93.00 -	95.99	=	Cum Laude

Honor graduates are expected to also exhibit positive citizenship both in the Oceanside Community and the community at large and to maintain their academic status beyond the 7th semester.

National Honor Society

The National Honor Society is an organization based on Scholarship, Leadership, Service, and Character. To be eligible for membership students must achieve at least a 90 GPA. After completing an essay and an information form listing all of their school and community activities, juniors and seniors are selected by a faculty council.

Alternative Credits

The following methods may be used to earn credits outside the regular classes. All requests for these alternative credits must be submitted formally in writing to the principal. Parents, students, and guidance, must meet to review impacts, procedures, and requirements and develop a written plan to determine the appropriate number of credits to be awarded if completed as outlined:

- **Supervised Internships** -- 4 Credits Maximum
- **Experiential study** -- 4 Credits Maximum
- **Tutoring** -- 4 Credits Maximum
- **Summer School** -- 4 Credits Maximum
 - Only for courses taken and failed in regular program. No more than 2 per subject area
- **Adult Education Courses** -- 4 Credits Maximum

- o Only for courses taken and failed in regular program. No more than 2 per subject area
- **Correspondence Credits -- 2 Credits Maximum**
 - o Only for courses taken and failed twice in regular program and not offered in Adult Ed. or Summer School. All correspondence courses must receive administrative approval. No more than 2 per subject area.
 - o **Correspondence final exams will be administered by OHS.**
- **Post-Secondary School Course -- 4 Courses Maximum**
- **Other Course work approved by High School Principal**

NOTE: No more than 6 Alternative Credits can be applied toward a high school diploma from OHS unless you are enrolled as a full-time student in the Alternative Education Program.

Early Graduation Procedure

It is the intention of OHS to encourage students to complete their high school education in four years. However, students may petition the principal, on an individual basis, if they wish to graduate in less than four years. The student must have the approval of his/her parents and guidance counselor. Parents must be fully informed of all foreseeable implications.

Students who graduate in June prior to their eighth semester are entitled to participate in all scheduled “senior” activities. While they may graduate with “Honors” achieving a GPA of 93 and above, early graduates are not entitled to ‘rank in class’ honors.

Graduation

In order for a student to participate in the traditional graduation ceremonies and events, the following requirements must be fulfilled prior to graduation day:

- All graduation requirements must be successfully completed.
Any debts must be paid in full. Debt owed to RSU 13 and/or Oceanside High School includes but is not limited to technology fees, textbook fees, uniform fees and any other fees incurred by the student.
- All disciplinary requirements must be fulfilled; should a student have not completed assigned detentions, suspensions and/or other school assigned consequences.
- Students who have not earned their diploma will not be permitted to participate in the traditional graduation ceremonies and other graduation events.

Transfer Credits

Letter grades will be determined according to the following scale unless otherwise stipulated by the sending school:

A+ = 98	B+ = 90	C+ = 83	D+ = 74	F = 60
A = 96	B = 88	C = 80	D = 72	
A- = 93	B- = 85	C- = 76	D- = 70	

TESTING

REQUIRED TESTING BY THE STATE OF MAINE	YEAR	MONTH
MEA - Literacy and Math (SAT)	Junior	May

OTHER AVAILABLE TESTS AND DATES	YEAR	MONTH
ACT – American College Testing	Junior & Senior	Oct., April
SAT –Scholastic Aptitude Test	Junior & Senior	Sept., Oct., Nov., Dec., March, May, June
PSAT-Preliminary Scholastic Aptitude	Sophomores and Juniors	October only
TESTING REQUIRED BY RSU 13		
NWEA – Northwestern Evaluation Association	9th, 10th	Fall/Spring

Specific dates, and fees will be announced. Sophomores are permitted to take the SAT and ACT. For information on SAT and ACT testing sites visit their websites.

<https://www.collegeboard.org/> <https://www.act.org/>

Additional information may be obtained in the Guidance Office.

Dual Enrollment

Dual Enrollment will provide our upperclassmen the opportunity to receive high school credit and college credit concurrently while attending OHS. Classes offered will be exclusive for students desiring to receive college credit. Classes are yet to be determined, but will include general education courses, such as physics, chemistry, math and English. Oceanside High School is partnering with the University of Maine at Fort Kent's Rural U program to offer dual enrollment courses. In order to take a dual enrollment course, students must be juniors or seniors. This program offers tremendous cost savings for students and allows students to graduate with college credits.

Aspirations Program

High school students may take university courses tuition free, which count towards both college and high school credit. Eligible Students are Maine students currently attending Maine public high schools. Students must have school approval, parental approval, a minimum high school GPA of B or better, and junior or senior standing. All students in the High School Aspirations Program are required to take placement tests, or to have recent SAT scores to assure best course placement. Students can take any academic course for which they have met the prerequisites as long as there is space available in the course. Students may enroll in a maximum of two courses (6 credits) per semester during their junior and senior years. The Maine Department of Education will pay half of the tuition for one 3-credit course per semester (if funds are available). The university will waive half of the tuition for two courses or up to 6-credit hours. The Maine Department of Education does not pay half of the tuition for home-schooled, or private school students. The program is limited to courses taught by face-to-face instruction (no on-line courses allowed) during the regular academic year (i.e. fall and spring semesters only) at a college campus. Completed courses will be noted on the high school transcript with credit but will not be included in the GPA. See guidance for an Aspirations application.

Targeted Learning

Teachers will assign or tag all students that require intervention, remediation or enrichment during a time called Targeted Learning. This structured focused learning will occur Monday-Friday during a scheduled 35 minute period. Targeted Learning is designed to support student learning, prevent failures, increase and improve rapport between teacher and student and increase student confidence in their ability to demonstrate success in their course work. Students can request teacher help at any time and can be “tagged” by a teacher to ensure all students have a chance to access appropriate supports to stay on track in their classes. Students are required to attend Targeted Learning and will not be dismissed or excused from attending without the appropriate documentation required by administration.

B. Attendance

Parents are responsible for the school attendance of students who are under 17 years of age. The Board shall work with families in an effort to ensure compliance. Regular attendance is essential for a student’s success in school. When students do miss school those absences are categorized as either “excused” or “unexcused”.

A student’s absence is excused when the absence is for the following reason(s):

- Personal illness
- An appointment with a health professional that must be made during the regular school day
- Observance of a recognized religious holiday when the observance is required during the regular school day
- A family emergency
- A planned absence for a personal or educational purpose that has been approved
- Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a superintendent's' student transfer agreement. “Education disruption” does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

All students will have the opportunity to make up missed assignments due to school absences. The following protocol will be observed:

- Students should not be out of school or classes in excess of 5 continuous days.
- If a student has missed more than 5 continuous days from school or any class, prior arrangements must have been made or a note from a 3rd party (doctor, court, etc.) must be presented to the school within 3 days of the student’s return in order to make-up missed assignments.
- **It will be the student’s responsibility to request assignments from their teacher(s) within two days of returning to school.**
- **Students will have the same number of days to make-up assignments as number of days that were missed.**

Make-up

Students will be given the same number of days to make up work as they were out for all absences. Long-term assignments will be due on the assigned due date. It is the student's responsibility to meet with their teacher to obtain all missed work. Tutoring for extended illnesses due to severe illness or injury of more than 5 days may be arranged through guidance. Participation may count up to 25% of a student's overall grade and may be negatively impacted by absences and tardiness ([Policy JEA](#)).

Dismissals

Students may be dismissed from school for the same reasons as for excused absences. Dismissals should be arranged in advance, when appropriate, and students must sign out with the office prior to leaving the building. Students may not dismiss themselves or leave school grounds without following proper procedures or they will be considered truant.

Tardies

Students must check into the office and obtain a pass if they are late in arriving to school. Students that are tardy the first and second time will receive a warning (twice per quarter). Students who are tardy three to seven times per quarter will receive a lunch detention. Students who are tardy more than seven times in a quarter will lose privileges and morning detentions will be given.

Students who are unexcused tardy 20 or more minutes will be required to meet with Ms. Church or Mr. Browning, will receive a morning detention, and should email their teacher while waiting to arrange a time to make up class.

Students that do not attend their assigned detentions within a week will receive ISS and suspension of privileges until served.

Hardship or special circumstances will be taken into consideration on a case-by-case basis. Students with an appointment must bring a doctor's note for the tardy to be excused and not count toward their tardy count. In addition, students participating in extra or co-curricular activities will not be able to practice, perform or compete if they arrive tardy to school, are dismissed during school or miss an entire day of school without a note from a 3rd party (doctor, court, etc.)

Family planned vacations:

It is strongly recommended that there is thoughtful consideration before taking children out of school for family vacations. The instruction and educational conversations that occur during class time cannot be replicated and are often critical in supporting our students' academic success.

Students who miss school due to a planned vacation should submit a completed pre-approval form to the office one week before leaving for vacation. Work must be made up using the excused absence protocol.

C. Conduct and Discipline

Academic Honesty

Plagiarism is representing the works or writing of another as one's own. Students that have been found to have plagiarized, copied or in any other way misrepresented their own work are in violation of the academic honesty policy.

First offence- Once a teacher confirms that a student has violated the academic honesty policy, the teacher will notify the student's parents and administration. A zero may be given but, if warranted by the teacher, the student may be allowed to make up the assignment at a time that is most convenient for the teacher. The teacher may choose to have the student use limited resources or increase the rigor of the assignment. The overall grade may be reduced, at teacher discretion.

Second and subsequent offences - The student will receive a zero for the assignment and the parent/guardian will be notified. If a second offence occurs in the same class, the student may be withdrawn from the class with a grade of "failed withdrawn".

Bus Behavior

Riding the school bus is a privilege, not a right. Misbehavior on the bus can lead to the loss of riding privileges.

Dress Code

Students at Oceanside High School are expected to be preparing themselves for life beyond high school in all ways, including dress. At OHS no one should feel uncomfortable or offended by the dress of others. As a general guideline, clothing that is not generally accepted as appropriate dress at most places of employment is not allowed at OHS. Some examples of inappropriate dress includes, but is not limited to:

- Bare or stocking feet
- Any clothing that poses a safety risk (including sunglasses or other eye coverings)
- Clothing that advertises, displays, or promotes alcohol, drugs or drug related activities, illegal acts, racist sentiments, harassment of any type, indecent writing, procures or symbols, sexuality or sexual innuendos, or displays a weapon.
- Any type of headwear that may be construed as gang related or limit the visibility of a student's face are not to be worn in the classroom. Other headwear is at the discretion of the teacher.
- Clothing that does not cover items or body parts as designed.
- Any items that administration determines to be inconsistent with the values of the Oceanside community.
- Students who violate the dress code will be sent to the office and in cases of egregious or repeat violations will be required to change.

Passes

Students are expected to obtain a pass prior to leaving the classroom. Students are expected to remain in the building during school hours. Administration must approve students going to their car. Violation can result in being placed on pass restriction, restriction of driving privileges and/or other consequences.

Drug and Alcohol Use

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance. These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, order or general welfare of the school. Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution ([RSU 13 Policy JICH](#)).

TOBACCO USE AND POSSESSION

In order to promote the health and safety of all students and staff, and to conform to state and federal laws, school policy prohibits possession, use, distribution, dispensing and sale of all tobacco products at all times by all persons in school buildings and facilities, on school buses during school- sponsored events, and on all school grounds.

Tobacco products include, but not limited to: tobacco products and tobacco-related devices, imitation tobacco products, electronic vaporizer devices, including e-cigarettes, e-hookahs, vape pens or similar devices. ([RSU Policy ADC](#))

Electronic Device

At Oceanside High School we believe that students learn best in classrooms free of unnecessary disruptions. Electronic devices may enhance the educational opportunities for students and teachers, however inappropriate use of devices that may interrupt the teacher and the class have no place in the classroom.

Electronic devices are not to be used in the classroom unless students have permission from the teacher to use it for academic purposes. The electronic devices may be used before and after school, in the cafeteria during lunch and in the *hallways between classes*. Violations will result in confiscation of the device to be picked up at the end of the day. Subsequent violations may result in the device being held until parents pick up the device from the office. Other consequences may be assigned as seen appropriate.

Student Vehicles

Driving to school is a privilege. Students will be asked to register their cars with the office. Students will not be allowed to sit in parked cars after arriving on the school grounds. Students may not return to vehicles until the end of the school day. Students are expected to follow all laws in regards to driving while on campus. Inappropriate use of their vehicle or parking in any area other than designated parking areas may result in suspension of driving privileges. Parking passes should be displayed at all times.

Weapons, Violence and School Safety

All persons are prohibited from engaging in the following conduct on school property, while in attendance at school, in any school vehicle, or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, order or general welfare of the school:

Possession and/or use of articles commonly used, designed or intended to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person, except as authorized by administrators for use in the normal exercise of service (e.g., kitchen knives, opening of cartons, shop tools). Examples of prohibited articles include but are not limited to:

- Firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, martial arts weapons.
- Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys).
- Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats).
- Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence or hate and/or disrupt the school program.
- Willful and malicious damage to school or personal property.
- Stealing or attempting to steal school or personal property.
- Lewd, indecent or obscene acts or expressions of any kind.
- Violations of the school unit's drug/alcohol and tobacco policies.
- Violations of state or federal laws.
- Any other conduct that may be harmful to persons or property.

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF ([RSU 13 Policy JICIA](#)).

Searches

Students have no expectation of privacy in school storage facilities such as lockers or desks or for any items placed in such storage facilities. Building administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Searches of student possessions, including backpacks and automobiles parked on school property, shall be conducted upon reasonable suspicion that an individual possesses illegal goods or that there is a breach of school discipline. General searches of students may only be conducted if a reasonable suspicion exists that illegal goods may be discovered. Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated.

Searches may include the student's outer clothing such as pockets, jackets, shoes, or hat. If the search discloses evidence, a broader search may be justified.

All searches will be conducted by the building principal, assistant principal, or designee, and a designated employee shall serve as witness in all such searches ([RSU 13 POLICY JIH](#)).

Bullying & Cyberbullying Prevention in Schools

I. Introduction

It is our goal for our school[s] to be a safe and secure learning environment for all students. It is the intent of the RSU 13 Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of peer mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the RSU 13 schools, and the operation of the schools.

II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

III. Bullying and Cyberbullying Defined

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

A. "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 or students that:

(1) Has, or a reasonable person would expect it to have, the effect of:

- (a) Physically harming a student or damaging a student's property; or
- (b) Placing a student in reasonable fear of physical harm or damage to the student's property;

OR

(2) Interferes with the rights of a student by:

- (a) Creating an intimidating or hostile educational environment for the student; or
- (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school;

OR

(3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

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

- 1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
- 2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
- 3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
- 4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
- 5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- 6. Blocking access to school property or facilities;
- 7. Stealing or hiding books, backpacks, or other possessions;
- 8. Stalking; and
- 9. Physical contact or injury to another person or his/her property.

B. "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 and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

- 1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
- 2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;

3. Impersonating or representing another student through the use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending e-mail, text messages, IM, or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes knowingly falsely reporting an act of bullying.

D. "Substantiated" means that the outcomes of the investigation on the Responding Form (JICK-E2) provide clear evidence to prove that bullying or cyberbullying, as defined in the policy, did occur.

E. "Alternative discipline" means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.

IV. Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.
2. Takes place while students are being transported to or from schools or school-sponsored events;
3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

V. Reporting

Refer to the Reporting Form – [JICK-E1](#)

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

- A. School staff, coaches and advisors for extracurricular and cocurricular activities are required to report alleged incidents of bullying to the school principal or other school personnel designated by the superintendent. Any other adults working or volunteering in a school will be encouraged to promptly report observed or suspected alleged incidents of bullying to the building principal or school personnel designated by the superintendent.
- B. Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.
- C. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.
- D. Acts of reprisal or retaliation against any person who reports an alleged incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

VI. Responding

Refer to the Responding Form – [JICK-E2](#)

The school principal or a superintendent's designee will:

- A. Promptly investigate and respond to allegations of bullying behavior;
- B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report alleged and substantiated incidents to the superintendent;
- C. Inform parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made;
- D. Communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;
- E. Inform parent(s) or guardian(s) of the students involved the findings of the investigation and actions to be taken;
- F. Communicate with local or state law enforcement agency if it's believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

VII. Remediation

Refer to the Remediation Form – [JICK-E3](#)

The school principal or a superintendent's designee will:

- A. Identify the specific nature(s) of the incident.
- B. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the

type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:

1. Meeting with the student and the student's parents/guardian;
2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling;
5. Anger management;
6. Health counseling or intervention;
7. Mental health counseling;
8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
9. Community service; and
10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

C. Remediate any substantiated incident of bullying to counter the negative impact of bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services.

VIII. Appeal

Notification shall be provided to parent(s), guardian(s) and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking remedial action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent.

IX. Assignment of Responsibility

A. The School Board is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parent(s) and guardian(s), volunteers, administrators, teachers and school staff;
2. Posting this policy and related procedures on the school administrative unit's publicly accessible website; and
3. Including in student handbooks a section that addresses in detail this policy and related procedures.

B. The superintendent is responsible for:

1. Oversight, implementation, and enforcement of this policy and its procedures;
2. Designating a school principal or other school personnel to administer the policies at the school level;

3. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
4. Ensuring that the prohibition on bullying and retaliation and the attendant consequences apply to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation;
5. Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policies of the school board;
6. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
7. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
[NOTE: The law requires “training and instructional materials related to the policy” be posted on the Maine Department of Education’s website. See “Bullying Prevention Resources” at <http://www.maine.gov/doe/bullying/resources/> for further information]
8. Filing the SAU policy that addresses bullying and cyberbullying with the Maine Department of Education; and
9. Ensuring that substantiated incidents of bullying and cyberbullying are reported to the Maine Department of Education on at least an annual basis.

Privileges

All juniors and seniors are eligible for privileges. Students in good standing may leave for lunch, while seniors are also able to leave for their study hall blocks. Earning privileges is based on the following factors:

- no failing classes
- no more than 3 absences a quarter
- no outstanding detentions or behavioral concerns
- no more than 7 tardies
- up to date with community service (15 hours juniors, 30 hours seniors)

Restorative Practices

Oceanside High School administration, teachers and staff are trained in restorative practices. It is our objective to respond to behavior in a way that holds all parties accountable while repairing the harm and building community. Students may be asked to participate in a restorative dialog, restorative circle and/or complete a restorative contract.

Disciplinary Procedures

Teacher Detention

Students may be assigned a teacher detention by any teacher to be served with the teacher for a violation of policy or protocol. A minimum of 24 hours notice will be given. A student who does not serve a teacher detention will be assigned an office detention in addition to the teacher detention.

Morning Detention

Students who are frequently tardy, skipping or not meeting school expectations may be asked to serve a morning detention. Failure to serve can result in additional consequences.

Afternoon Office Detention

Students may be assigned an office detention by the principal or assistant principal for violation of school policy or protocol. A minimum of 24 hours notice will be given. A student who fails to serve a detention without prior approval will earn an additional consequence. Students who frequently do not serve detentions will be subject to in-school suspension along with serving the owed detention time.

Lunch Detention

Students may be asked to serve a lunch detention for minor infraction. Students who do not serve lunch detentions will result in additional consequences.

Friday Detention

Students who are frequently tardy, skipping or not meeting school expectations may be asked to serve a Friday detention. Friday detentions will be once a month for three hours with the assistant principal.

Pass restriction

Students who abuse the pass system may be placed on pass restriction, which limits their ability to leave the classroom during class time.

Escort

When a student is on full escort it means that the student will be escorted when leaving the classroom by an adult during classroom time. They are allowed to be in the hallways during passing times, unless indicated as such.

In-School Suspension

Students may be assigned ISS for frequent violation of school policy or procedures or as a consequence for more significant behavior that does not pose a safety risk to themselves or others.

Social Suspension

Students may be suspended from social events (dances, games, assemblies, etc.) or have restricted lunch times for violation of school policy or procedure.

Out of School Suspension

The Board delegates to the school administrators the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days. Suspensions longer than 10 days may be imposed by the Board.

Prior to the suspension:

1. The student shall be given oral or written notice of the charge(s) against him/her;
2. The student shall be given an explanation of the evidence forming the basis for the charge(s); and
3. The student shall be given an opportunity to present his/her version of the incident.

However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the instructional process may be immediately removed from school. In such cases, the notice of charges, explanation of evidence, and the student's opportunity to present his/her version of the incident shall be arranged as soon as practicable after removal of the student from school. The student's parents/guardians shall be notified of any suspension as soon as practicable by telephone (if possible) and by written notice sent by mail. A copy of the notice shall also be sent to the Superintendent. Students are not allowed on school property during any out-of-school suspension except with the prior authorization of the principal or Superintendent.

The parents/guardians and the student may be required to schedule a conference with the building administrator/designee within the suspension period and prior to re-admittance to school. Students shall be responsible for any schoolwork missed during their suspension. After re-admittance, they shall be permitted to take tests, quizzes or any other form of evaluation affecting their grades ([RSU 13 Policy JKD](#)).

Expulsion

Expulsion is for students that have committed behavior that poses continued harm or threat to the culture of the school and the students or staff in the school. A hearing before the board will be conducted within 10 days of the suspension.

Disciplinary Removal of Students with Disabilities

When removing students with disabilities from their regular school programs, whether as a result of a suspension, an expulsion, or any other removal covered by state and federal special education laws, it shall be the policy of RSU 13 to comply fully with all applicable state and federal special education laws that govern such removals. The Superintendent of Schools, in consultation with the Director of Special Education and other school administrators, may develop and promulgate procedures for implementing this policy, and may from time to time amend those procedures as necessary ([RSU 13 Policy JKF](#)).

D. Extra Curricular

Extra-curricular activities are an integral part of a student's dedication to an organization and provide special memories of accomplishments and friendships. Participating in extracurricular activities provide benefits, which contribute to a well-rounded student and citizen, such as maintaining academic success, the development of good sportsmanship, team play, competitive spirit, team and school loyalty.

Academic Eligibility

Students participating in co-curricular activities in grades 9-12 are expected to pass all of their classes in order to remain academically eligible to participate in those activities.

Grade checks will be conducted periodically throughout the school year. Grade checks will occur during each quarter and the dates of these checks will be decided upon by the building administration. The student, along with their coach and/or advisor, who is failing one or more classes while participating in any co-curricular activities will be immediately notified that they are on academic probation. When notified, the student will be advised of the academic support

plan that they must follow to restore their eligibility. A written copy of this plan will be supplied to the student.

During the period of academic probation, the student:

- Will be allowed to participate in practices, rehearsals and meetings and to attend home contests/events (not in uniform) connected with their co-curricular activities as long as these events do not conflict with any element of the student's support plan;
- Will not be allowed to participate in competitions, games, club activities, or performances during their probation;
- Will not be allowed to travel with teams, clubs or organizations to events/contests outside of RSU 13 if those functions take place Monday-Friday
- Will not be allowed to participate but will be allowed to travel with teams, clubs or organizations if the event occurs on a Saturday or Sunday.

The initial period of academic probation will be 10 school days. If all grades are up to standard at the end of this period, the student's eligibility will be restored, unless the grade check occurred at the end of a quarter. If a student is failing at the end of a marking period, they will be on probation for 10 days. If the student's grades are not passing at the end of the initial 10 day probation period, the Building Administration will make a determination regarding the student's progress during the initial period. If the student's has followed the academic support plan and improved their grades, the Administration may grant an additional 10-day probation period. Otherwise the student will be dismissed from all co-curricular activities for the remainder of the season/activity.

Coaches/Advisors will be informed directly by the administration when the student regains their eligible status.

Students in grades 9-11 who fail a class for the entire school year (not the last marking period), will be on academic probation to begin the next school year for any co-curricular activity. In order to re-establish, academic eligibility the student must be passing all courses after 10 school days.

Conduct Eligibility

A. Suspension

A student who is issued a suspension (in school or out of school) will not be eligible to participate in any co-curricular activities until the end of the period of suspension concludes. Students who are issued out of school suspension are prohibited from being on RSU 13 property during the period of suspension.

B. Detention

Detentions will take priority over co-curricular activities. A student who is issued a detention, must serve it on the date prescribed by the Principal. If the detention conflicts with any

co-curricular activity, the student will not participate on that day. If there is an away event and the student misses the bus because they are serving detention, they are not permitted to travel in a private vehicle to the event or sit with the team/organization during the event.

Attendance Eligibility

A. Absent All Day

Students must be present all day on the days in which co-curricular activities are taking place. A student who is unable to attend school and classes on the day of a co-curricular activity will not be eligible to participate in the activity on the day of their absence.

B. Early Dismissal

Students who are dismissed from school early will not be eligible to participate in co-curricular activities on that day.

C. Tardiness

Students who are tardy to school will not be allowed to participate in co-curricular activities on that same day.

D. Exceptions

Compelling circumstances (family emergencies, doctor's visits, funerals etc.) will be considered on a case-by-case basis by the Building Administration.

Drinking, Use of Tobacco or Drugs

When a student is found to be involved in the consumption, possession and use of alcohol, tobacco or drugs they will be dealt with in accordance with the policies and provisions of the Oceanside High School Student Handbook.

When a student violates the Oceanside High School Substance Abuse Policy, they will be removed from all co-curricular activities for the remainder of the season/duration of the activity.

A second violation of the Substance Abuse Policy will result in the removal of the student from any co-curricular activity for the remainder of the school year.

A third violation of the Substance Abuse Policy will result in the student being ineligible for participation in any co-curricular activities at Oceanside High School for the remainder of their high school career.

Standards of Conduct

The student must always keep in mind that co-curricular activities are designed and conducted to promote the physical, mental, social and emotional well being of the individual. The participant must also realize that it is a privilege to participate in any co-curricular activity and remember that they are representing the school, their family, and the community at all times. Actions by the student should always reflect positively on the team/organization, community, and school.

Student Activities

We strongly encourage you to become involved in at least one activity each school year. Research confirms time and again that students who involve themselves in clubs and activities have a better self-concept, appreciate teamwork and perform closer to their potential.

Below is a list of interscholastic teams:

Baseball	Football	Softball
Basketball	Golf	Tennis
Cheering	Indoor Track	Track
Field Hockey	Soccer	Math Team
Girls Lacrosse		

Below is a list of clubs and organizations:

Art Club	Key Club
National Honor Society	Fitness Club
Peer Helpers	Student Senate
Civil Rights Team	
Bass Fishing Club	
Big Brother/Big Sister	

Participants in activities at Oceanside High School are being offered the privilege and opportunity to become part of a select group that will represent the community and the district. A commitment from all involved is required in order to maintain quality programs.

E. MLTI

RSU 13 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. The Board believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology.

Student use of school computers, networks and Internet services is a privilege not a right. Students are required to comply with this policy and the accompanying rules. Any student who violates this policy or any rules governing use of the RSU 13 computers will be subject to disciplinary action, up to and including expulsion. Illegal uses of the school unit's computers will also result in referral to law enforcement authorities.

All RSU 13 computers remain under the control, custody, and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers. A copy is kept of all email sent or received using RSU 13 networks.

While reasonable precautions will be taken to supervise student use of the Internet, RSU 13 cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school, in violation of Board policies or procedures.

The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet, nor liability for any inappropriate usage or site access.

Each student authorized to access RSU 13 computers, networks, and Internet services is required to sign an Acceptable Use Form stating that he/she has read this policy and the accompanying rules. This Form will be retained in the school office.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules, and for advising the Board of the need for any future amendments or revisions to the policy or procedures. The Superintendent may develop additional administrative procedures governing the day-to-day management and operations of the RSU 13 computer system as long as they are consistent with the Board's policy. The Superintendent may delegate specific responsibilities to building principals, RSU 13 Technology Director and others as appropriate.

STUDENT COMPUTER AND INTERNET USE RULES

These rules implement Board policy 2.50 Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with [Board policy IJNDC](#) and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

Computer Use is a Privilege, Not a Right

Student use of the school unit's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension and cancellation of privileges as well as additional disciplinary and/or legal action. The building principal shall have final authority to decide whether a student's privileges will be denied or revoked.

Acceptable Use

Student access to the school unit's computers, networks and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instruction from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks and Internet services.

Prohibited Use

The user is responsible for his/her actions and activities involving school unit computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

- 1) Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and /or illegal;
- 2) Illegal Activities – Using the school unit's computers, networks and Internet services for any illegal activity or activity that violates other Board policies, procedures and/or school rules;
- 3) Violating Copyrights – Copying or downloading copyrighted materials without the owner's permission;
- 4) Plagiarism – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified;

- 5) Copying Software – Copying, downloading or installing software without the express authorization of the system administrator;
- 6) Non-School-Related Uses – Using the school unit’s computers, networks and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other inappropriate use;
- 7) Misuse of Passwords/Unauthorized Access – Sharing passwords, using other users’ passwords without permission and/or accessing other users’ accounts;

[RSU 13 POLICY IJNDC](#)

- 8) Malicious Use/Vandalism – Any malicious use, disruption or harm to the school unit’s computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
- 9) Unauthorized Access to Chat Rooms/News Groups/E-mail – Accessing chat rooms, news groups or E-mail without specific authorization from the supervising teacher.

No Expectation of Privacy

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

Compensation for Losses, Costs and/or Damages

The student and/or the student’s parent/guardian shall be responsible for compensating the school unit for any losses, costs or damages incurred by the school unit related to violations of policy 2.50 and/or these rules, including investigation of violations.

School Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

The school unit assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any inappropriate or illegal use of its computers such as copyright violations.

Student Security

A student shall not reveal his/her full name, address, telephone number or other personally identifiable information on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

System Security

The security of the school unit’s computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

Parental Permission Required

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgement form before being allowed to use school computers ([RSU 13 POLICY IJNDC](#)).

Student Technology Agreement

Fees (for negligent damage or loss)

Negligent damage/loss of iPad	\$379.00
(if damage is not repairable, full replacement cost is \$559.00)	
STM Smart Case	\$49.95
ZAGG Keyboard Case	\$92.49
Brenthaven Bag	\$19.95
Power Adapter (charger block)	\$11.96
Power cord	\$11.96

USER AGREEMENT

- I will return the iPad, case, bag, original charger and power cord in working condition.
- I will pay the full cost for intentional or negligent damage, abuse or loss.
- I will never leave my iPad unattended or loan it to others.

I will notify my technology integrator or administrative assistant ASAP for a lost, missing or damaged iPad. Missing iPads will be rendered inoperable by the district.

- I will use my iPad in ways that are appropriate and educational, and that conform to the RSU 13 board policy (RSU13.org, policies IJNDA & IJNDC, JICJ, JICK-R)
- I understand that my iPad and school email are monitored and subject to inspection at any time without notice. I will assume no privacy.
- I understand that email and other methods of communication on the iPad must be for school use only.
- I will immediately report any threatening or harassing communications to school staff.
- I will not use my iPad to bully, intimidate or threaten others.
- I will respect other students' devices.
- I will follow classroom technology rules (e.g. "Apples Up").
- I will bring my fully charged iPad to school every day, I will only use the original Apple charger and cord to charge my device. I will not remove (or add) any stickers or labels on the equipment.
- I will keep my iPad in the school issued protective case and transport it in the school issued protective bag.

Non-compliance with this agreement can result in disciplinary consequences in accordance with the severity of the infraction.

Connecting Every Student

F. Misc.

2019-2020 School Lunch Prices

Breakfast 9-12:	\$2.00 (reduced is free)
Additional Side:	\$.75
Lunch 9-12:	\$3.50 (reduced is .40)
Additional Entree:	\$1.50
Additional Side:	\$.50
Milk:	\$.50

Applications for free/reduced lunch will be sent home with students during the first week of school.

Telephone

Classroom and office phones are for school business only. Use of the phone for purposes other than illness or emergency will be restricted.

Student Illness/Use of Nurse's Office

If you are ill you should report to the nurse's office and be seen by the school nurse. Parents will be notified, and permission must be given for you to go home. Parents or family must arrange for transportation for ill students.

If you are on any medication at any time you must report and register that medication in the office. Failure to do so may be deemed a violation of District Substance Abuse Policy.

Student Guests

Guests are permitted during the school day with one day's prior notice and must have administrative approval. Students visiting from other schools must have written permission from their school administration.

Lost and Found

Articles found in and around the school should be turned into the main office where you may claim your property by identifying it.

Visitors Policy

All visitors should contact the school to arrange a time that is convenient. When visitors arrive at the school, they should sign in at the main office. Visitors that have set up appointments or ongoing contact with the school still must sign in at the main office when they arrive at the school.

Screening and Evaluation

OHS has the obligation to screen, evaluate, and identify any school-aged student who has a disability that significantly interferes with school performance. Parents who suspect that their child may be in need of such services should contact Guidance where the child attends school.

Safety

Safety Drills are held at irregular intervals throughout the school year. You should remember these basic rules:

- Check the instructions posted in each classroom, and below, indicating how to act in case of emergency.
- Walk. No talking. Move quickly and quietly to designated area.
- During the school day all exterior doors are kept locked.

RSU 13 school Board Policies

Please visit the www.rsu13.org for a complete listing or you may ask for a copy from the office.

- | | |
|---------------------|-------------|
| ➤ Homeless Students | Policy 2.22 |
| ➤ Home Schooling | Policy 2.05 |
| ➤ Wellness Policy | Policy 2.60 |
| ➤ Harassment Policy | Policy 2.13 |

- Expulsion Policy Policy and Procedure 2.10
- Student Transfer Policy Policy and Form 2.20

FERPA Policy (Policy 2.301)

NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Educational Rights and Privacy Act (“FERPA”) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student’s education records.

Inspection of Records

Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of \$.10 per page.

Amendment of Records

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

Disclosure of Records

The School Department must obtain a parent/eligible student’s written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. Directory Information

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. This can be done by mail to 28 Lincoln Street, Rockland, ME 04841.

2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do

not want the School Department to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.
RSU 13 Policy 2.301

3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. Other School Units

As required by Maine law, RSU 13 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

5. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education.

The office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Approved: 9/09

Student Educational Records-Release of Personal Information

OHS may release personally identifiable information on students to local newspapers, radio stations, school publications, college admissions counselors, local service organizations, industry, military, and the like. The information publicizes student achievement and student participation in the recognized school functions. This information, called “directory information,” includes such items as student name and address, student’s parents’ names and addresses, participation in recognized activities and sports, heights, weights of athletic teams members, dates of attendance of OHS schools, awards and honors received (i.e. scholarships, National Honor Society, etc.), the most recent school attended, and other similar information. Parents or guardians who do not wish to have directory information released by the school may

prohibit it. Students eighteen years of age or older or students who are attending post-secondary institutions may also prohibit the release of directory information on themselves. Anyone wishing to do so should contact the building principal.

Student Education Records – Annual Notice

Parent/Guardian of students currently attending school, students who have attained eighteen years of age, or who are attending an institution of post-secondary education, have a right to:

1. Inspect and review the student's educational record.
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that federal law authorizes disclosure without consent.
4. File with the U.S. Department of Education a complaint under the Family Educational Rights and Privacy Act U.S.C.A. 1232 (g) concerning alleged failures by OHS to comply with the requirement of this law.
5. Obtain a copy of the institution's educational record policy located at the Superintendent's office.

NCLB Report Card – Student Handbook Notice:

The following notice has been prepared for posting on the RSU 13 website with active links to the NCLB report cards posted for individual schools. A similar notice will appear within each schools parent/student handbook that is distributed at the beginning of each school year directing interested parents, guardians, and community members to the RSU 13 website.

No Child Left Behind Report Cards:

RSU #13 District Report Cards are available at this website location as required by the federal No Child Left Behind Act.

These reports include links to performance charts for each school. Should you have questions about the data presented, please contact the principal of your child's school and they will welcome any questions that you might have regarding the successes and ongoing challenges that the report card data represent.

Our administrative team and professional teaching staff use all data, inclusive of State mandated testing and several other tools and metrics to guide instructional decision-making for your children.

Thank you for continuing your support of our schools. We invite you to visit and to become involved at whatever level feels comfortable for you. Our communities and your input are important to us as we move forward and strive for continuous progress and improvement.

Click on any of the schools listed to access the latest NCLB Report Card for that school. If you are unable to access these report cards electronically, kindly let administrative assistant

personnel at your child's school know that you would appreciate receiving a printed copy and one will be made available to you.

RSU 13 Services for Homeless Students:

RSU 13 realizes that homelessness alone should not be a sufficient reason to separate learners from the school learning environment. RSU 13 strives to ensure that homeless students are identified and provided access to the same free and appropriate public education provided to all learners in the school system. In accordance with federal and state regulations, RSU 13 will provide homeless learners access to instructional, transportation, and to other services so that they remain consistently enrolled in their 'home school' or *school of origin*. Learners shall not be segregated into a separate school or program based on their status as homeless, nor shall they be stigmatized in any way.

The federal law governing homeless learners is the McKinney-Vento Act. Under this legislation, homeless students are guaranteed the right to a free, appropriate, public education. When students become homeless, they can remain enrolled in the schools they have been attending, although they might no longer meet residency requirements. This regulation also guarantees homeless students the right to enroll in a public school even if they lack the typically required documents and immunizations. In addition, homeless students are provided with the transportation services they need to attend school.

Examples of students in homeless situations may include:

- A student living in a homeless shelter (including transitional housing).
- A student who is not living with his/her family (unaccompanied youth) and is staying at different friends'/families homes.
- A student living in a hotel or motel after his/her family loses their home.
- A student living 'doubled up' with another family after his/her family loses their home.
- A student awaiting foster care placement.
- Migratory students meeting the descriptions above.

Examples of students in situations that are not considered to be homeless may include:

- A student living in foster care.
- A student whose family is living in a hotel or motel by choice while building or purchasing a new home.
- A student whose family is sharing a household due to convenience or by choice and sharing expenses.
- A student living in low-income, Section 8, or public housing.
- A student living with legal guardians (grandparents, relatives, etc.).

Parents or guardians of students experiencing homelessness, or students who are unaccompanied youth should feel free to let school officials know about their situation when enrollment occurs or when conditions of homeless become present. Your school community will be pleased to

share helpful information about services available and to work with all those involved to minimize educational disruptions and maintain stable school enrollments for impacted students.

Notice to Parents Regarding the Professional Qualifications of Teachers

Your child is attending a school receiving Title I federal funds through the No Child Left Behind Act (referred to as NCLB). This Federal law requires that parents be notified of their right to know the professional qualifications of their child's teacher(s) in core academic subject areas, including the following:

1. The type of state credential or license that the teacher holds. Some teachers will have a credential in a particular subject area, such as English or mathematics, and others will have a multiple subject credential, which allows them to teach a variety of subjects, such as in elementary schools.
2. The education level and subject area of the teacher's college degree(s). All teachers have a bachelor's degree, and many teachers have graduate degrees beyond the bachelor's, such as a masters or doctoral degree.

In addition to the qualifications of the teacher, if a paraprofessional (Educational Technician) provides your child services, you may also request information about his or her qualifications. Many paraprofessionals have two years of college, and others have passed a test that verifies their qualifications.

Oceanside Emergency Lockdown Plan

In the event of a building or campus invasion or assault with weapons the following procedures will occur-

1. An announcement over the intercom stating “we are in lockdown” will be heard
2. Immediately enter closest room—no one is in the hallway and must be out of sight
3. Use judgment/look in the hall for students
4. Close and lock door—Do NOT open door once you have secured students inside and closed it
5. Cover windows as best as possible
6. Students against the wall, under desks, or in the most discreet location to avoid being seen
7. Remain calm and silent- take attendance
8. Judicious cell phone usage (call to dispatch/911 priority)
9. If at lunch/unstructured time get to the safest room, closet, hallway, etc.
10. If in cafeteria- move to Auditorium through the doors in the cafeteria
11. Only law enforcement will notify teachers that the lockdown is over. They will do this using a variety of techniques.

Emergency Evacuation Procedures:

Upon hearing the fire alarm system, **AT ANY TIME**, the following steps are to be taken:

1. Classroom windows are to be closed and lights turned out.
2. Teachers are to collect the current *Permit to leave Instruction Forms* and their *Attendance Books*.
3. Classroom doors are to be closed.
4. All are to *exit with backpacks and/or purses quickly and quietly*.
5. All are to *follow posted Evacuation Maps to designated Evacuation sites*.
6. Teachers are to keep class in the designated group site and *take attendance*.
7. Teachers are to *report unaccounted for students* to the designated teachers, who will report attendance to the” supervising administrator.
8. All are to await further instructions.

In the case it is determined that a campus evacuation is in order, the following additional steps will be taken:

9. Students are to be lined up perpendicular to the bus line as the busses pull up.
10. Teachers will order students onto the busses staying in their designated groups.
11. Teachers will take *attendance again at the Evacuation Site*.
12. Teachers will *report unaccounted for students* to the supervising administrator.
13. All are to await further instructions.

At the Assembly Area

- Teachers take roll and report missing students to the nearest Crisis Team member.
- Report any injuries to nearest Crisis Team member.
- Any unattached students report to the nearest adult staff member.
- (All students, staff, and visitors are accounted for.) If the teacher has missing students/staff, then they need to be reported to a Crisis Team Member at a pre-determined location during any emergency.
- Any unaccounted for students/staff or visitors must be reported immediately to the first arriving fire department or police personnel.
- Students and staff should not re-enter any school buildings until fire or police department officials declare the area safe.
- Notification of outside contractors (if any are working in the building.)
- Notify contractors to sign in.