



**BONNY  
EAGLE  
HIGH  
SCHOOL**

Home of the Scots!

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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**2008-2009 Student Handbook**

**Bonny Eagle  
High School**

700 Saco Road  
Standish, ME 04084  
642-9080  
929-3840

*MSAD #6 web site address: [www.sad6.k12.me.us](http://www.sad6.k12.me.us)*

*BEHS web site: [www.sad6.k12.me.us/behs/index](http://www.sad6.k12.me.us/behs/index)*

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Robert Strong, Principal

Lori Napolitano, Assistant Principal

Beth Schultz, Assistant Principal

Michael LeGage, Assistant Principal/Activities Director

**BEHS Mission Statement**

**The mission of Bonny Eagle High School is to inspire excellence, responsibility, high academic achievement, and joy of learning for all students and staff in a safe and supportive environment. The academic expectations are that all students will:**

- 1. Communicate effectively (reading, writing, and speaking)**
- 2. Demonstrate Problem Solving Skills**
- 3. Access Information**

#### 4. Establish Personal and Career Goals

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**School Colors:** *Forest green and white*

**School Mascot:** *Scotsman*

**School Song:**

*March on for Bonny Eagle Scots,  
Cheer for our team, Rah Rah Rah  
Hold high our colors of white and green*

*Proudly we go marching  
Cheer, cheer, cheer  
On to victory we go marching  
Cheer, cheer, cheer*

*All together now  
March on for Bonny Eagle Scots  
Cheer for our team  
Hold high our colors of white and green  
Two, four, six, eight*

*Who do we appreciate?*

***Bonny Eagle Scots! YEAH!***

***Dear Students:***

On behalf of the faculty, administration and all support personnel we are excited about the upcoming 2008 – 2009 school year and the opportunity to welcome the Class of 2012 to the Bonny Eagle family.

The high school last fall completed a two and one half year self-study that was followed by a four-day visit and review by a panel of 16 educators. We were notified this year that Bonny Eagle has met the very high standards set by the New England Association of School and Colleges (NEASC) and is a fully accredited secondary institution. This is a tremendous honor for the faculty, students, MSAD #6 School Board and the communities of Bonny Eagle.

This fall we will continue with the work begun as part of a five-year small learning communities grant. This opportunity has enabled us to provide additional support for our students in the form of college visits, civil rights training, and student participation in the State student council workshops and the Model United Nations program sponsored by the University of Southern Maine. We are reviewing and refining the team concept used with 9<sup>th</sup> and 10<sup>th</sup> grade students and are developing pathways for students entering the 11<sup>th</sup> and 12<sup>th</sup> grades.

Bonny Eagle is a comprehensive high school that serves the academic needs of students from the communities comprising MSAD #6. All of our students are provided the opportunity to follow several pathways which encompass a wide variety of course offerings. We are expanding educational opportunities, increasing academic rigor, personalization and equity for all Bonny Eagle High School students. Partnerships with local post secondary institutions are expanding to enable us to provide opportunities for all students to experience a college course experience before graduating from Bonny Eagle High School.

This agenda book, in addition to providing a means for you to maintain assignments and record important dates, enables you and your parents access to the rules and expectations we have for all students. Please read carefully the information provided, and do not hesitate to ask a member of the Bonny Eagle family for clarification or an explanation.

*Robert Strong*  
*Principal*

**2008-2009 SCHOOL CALENDAR**

August 27	9th Grade only
August 28	<u>All</u> students attend
September 1	Labor Day -NO SCHOOL
September 10	Open House 6 – 8 p.m.
September 26	First quarter progress reports due
September 26	Homecoming
October 2	Parent Conferences 6 - 9 p.m.
October 9	Late Arrival for students only
October 10	Teacher In-Service Day
October 13	Columbus Day - NO SCHOOL
<b>October 31</b>	<b>First quarter ends</b>
November 11	Veterans' Day - NO SCHOOL
November 24, 25, & 26	Teacher In-Service day
November 27, 28	Thanksgiving Break - NO SCHOOL
December 4	Parent Conferences 6 - 9 p.m.
December 12	Second quarter progress reports
December 22 - January 2	Holiday Break - NO SCHOOL
January 19	Martin Luther King NO SCHOOL
<b>January 23</b>	<b>Second quarter ends</b>
January 28	Late Arrival for students only
February 16 - 20	Mid-winter break - NO SCHOOL
February 25	Late Arrival for students only
February 26	Parent conferences 6 – 9 p.m.
March 6	Third quarter progress reports due
March 26	Late Arrival for students only
March 26	8 <sup>th</sup> Grade Transition Night
March 27	Teacher In-Service
<b>April 3</b>	<b>Third quarter ends</b>
April 21 - 25	Spring vacation - NO SCHOOL
May 6	Late Arrival for students
May 15	Fourth quarter progress reports due

May 25	Memorial Day - NO SCHOOL
June 12	Graduation 7:00 pm
June 15	Possible Last School Day

**DAILY BELL SCHEDULES 2008 – 2009**

**Regular Days M - F**

Warning Bell	7:25
Block I	7:30 - 8:54
Homebase	8:59 -- 9:06
Block II	9:11 - 10:35
Block III	10:40 - 12:31
Lunch A	10:40 - 11:01
Class	11:06 - 12:31
Class	10:40 - 11:25
Lunch B	11:25 - 11:46
Class	11:51 - 12:31
Class	10:40 - 12:10
Lunch C	12:10 - 12:31
Block IV	12:36 - 2:00

**Career and Life Planning Activities Days**

Homebase	7:30 – 8:30
Block I	8:35 – 9:45
Block II	9:49 – 10:59
Block III	11:04 – 12:45
Lunch A	11:04 – 11:25
Class	11:30 – 12:45
Class	11:04 – 11:44
Lunch B	11:44 – 12:05
Class	12:10 – 12:45
Class	11:04 – 12:24
Lunch C	12:24 – 12:45
Block IV	12:50 – 2:00

**Late Arrival & Two Hour Delay Days**

Block I	9:30 – 10:23
Homebase	10:28 – 10:35
Block II	10:40 – 11:33
Block III	11:38 – 1:02
Lunch A	11:38 – 11:59
Class	12:04 – 1:02
Class	11:38 – 12:10
Lunch B	12:10 – 12:31
Class	12:36 – 1:02
Class	11:38 – 12:41
Lunch C	12:41 – 1:02
Block IV	1:07 – 2:00

**One Hour Delay**

Block I	8:30 – 9:40
Homebase	9:45 – 9:52
Block II	9:57 – 11:07
Block III	11:12 – 12:46



A student who is deficient in the above listed requirements may meet some of those requirements through post secondary course(s), a state approved Adult Education course(s) or a state approved summer program. All arrangements for earning credits through Adult Ed. or summer school are made through the Guidance Office. All Independent Studies must have prior approval from the principal.

Each student must carry a minimum of three classes per quarter. A student who fails a course required for graduation should consult their guidance counselor and make arrangements to make up the credit as soon as possible.

**Literacy Requirement:**

Because the mission of Bonny Eagle High School is for all students to become passionate learners who have the skills to become productive adults, the literacy goal of Bonny Eagle High School is a minimum 9<sup>th</sup> grade comprehension level. Any student who has not met that goal will be assigned to an appropriate quarter-long reading class, as available.

**Summer School:**

A limited number of make-up courses are offered through BEHS's three week summer school. Summer school is allowed only for students who have completed the course, made a good faith effort, taken the final exam and received a failing grade. Summer school courses must have the approval of the teacher of the failed course, and/or an administrator.

**Advanced Placement Classes:**

Advanced Placement (AP) is a program (sponsored by the College Board) of college level courses and exams for secondary school students. Over 90% of the colleges that AP candidates attend grant credit or advanced placement to students whose AP exam grades are considered acceptable. BEHS has many AP courses. Honors courses, also follow a challenging curriculum and prepare students for the AP exam. All AP exams are given in May. Information is available through the Guidance Office.

**College Preparatory Program:**

In addition to the requirements, students who are planning a traditional college preparatory program should complete four (4) credits in mathematics, four (4) credits in science and two to four (2 to 4) credits in a foreign language. Additional course work should be chosen that will assist the student with their studies in college and with their future career goals.

**Final Examinations:**

End of course examinations count 20% in computing final grades. These examinations are comprehensive and cover the work of an entire course.

**Class Credit Minimums:**

In order for students to progress satisfactorily toward graduation, the following minimums will be observed:

<u>Year</u>	<u>Credits</u>
Sophomores	6
Juniors	11
Seniors	16

**Study Centers-- Room 205 and Room 121**

The Study Centers provide academic support for students who need help with assignments, tests, study skills, projects, and class papers. It is open during the day and after school from 2:10 to 3:00. Experienced tutors and teachers staff the Study Centers. In order to access the services of the Study Centers, students need a signed agenda and their assignments. Students must follow BEHS rules and procedures while in the Study Centers.

**Independent Studies:**

The purpose of an independent study is to pursue worthwhile educational and learning goals not serviced or addressed through the regular academic program. If the desired course is available at BEHS and could be worked into a schedule for a student, independent study is not an option. For all students, desired independent study courses are scheduled only after required courses have been scheduled.

The guidance counselor makes the determination as to whether or not a class can be taken through regular enrollment. The signature of the counselor indicates that the independent study is appropriate for the student and that there is no possible way that the course can be scheduled for the student during his or her school enrollment.

Should a qualified and willing instructor be available, the student, in conjunction with the instructor, will design a syllabus, contact hours, and means of evaluation for the course desired. The independent study teacher will be responsible for judging that the criteria outlined for the

course is met, evaluating the student performance and recording the course grade. Students may NOT take an independent study as a course for co-curricular eligibility.

Completed Independent Study forms must be submitted no later than two weeks prior to the start of the quarter or semester. Any Independent Study application received without the appropriate signatures will not be processed. Expenses and transportation will be the responsibility of the student outside of the school or school day.

### **Alternatives to Biological Dissection**

By policy, any student/parent that objects to dissection on moral or ethical grounds may be assigned an alternative project of equal time and value to the student.

#### **Student Choice Policy**

1. Alternatives to dissection must be available in all science classes for students who choose not to dissect.
2. The responsibility for creating an alternative exercise lies with the teacher, not the student.
3. Requiring the student to watch others dissect an animal is not an alternative; the students must be allowed to leave the room and go to the library or another classroom while the dissection is taking place if the student wishes.
4. Students will not be penalized for choosing the alternative exercise.
5. The school administration must inform all teachers of every student's right to refuse to dissect without penalty through a written statement in the faculty handbook.
6. The school administration must inform all students of their right to refuse to dissect through a written statement in the student handbook.
7. All students and parents/guardians must be informed in writing of their option to choose not to dissect at the beginning of each semester during which dissection is scheduled.
8. Those teachers who teach dissection in their classes must verbally announce the policy to all students on the day of dissection.

### **Grading:**

A serious attempt is always made to fairly assess student progress in an appropriate manner. BEHS uses an expanded Letter Grade system which includes plus (+) and minus(-) designations.

LETTER GRADE	QUALITY POINTS	PERCENTAGE
A+	4.33	98-100
A	4.0	95-97
A-	3.67	93-94
B+	3.33	90-92
B	3.0	87-89
B-	2.67	85-86
C+	2.33	82-84
C	2.0	79-81
C-	1.67	77-78
D+	1.33	74-76
D	1.0	72-73
D-	.67	70-71
F	0	Below 70
X	No credit due to attendance policy	
P	Pass (as in Pass/Fail as used in summer school).	
WP	Withdrawal from class with a passing grade.	
WF	Withdrawal from class with a failing grade.	
I	For incomplete work at the end of a quarter. This work must be made up within two (2) weeks or a grade of "F" will be recorded.	

**Grade Point Average (GPA) and Rank in Class (RIC):**

BEHS recognizes academic achievement by identifying the top 10 students, admitting students to the National Honor Society, acknowledging graduation honors, and awarding scholarships. For students applying to college, the GPA and RIC are important.

The school uses unweighted grades. For students who request it, BEHS will provide a weighted GPA for students for their college application only. Honors and A.P. course grades are weighted one point higher on the above scale. A student may get information about his/her GPA and RIC by asking a guidance counselor.

GPA is a way of expressing grades in numbers. The numbers used for this calculation are the Quality Points listed in the chart above (under Grading). Graduation honors are awarded as follows: High Honors: 3.33 and above; Honors: 2.67 3.32.

**Progress Reports:**

A progress report is issued at the mid-point of each quarter and is mailed to all students. It represents a teacher's estimate of the student's classroom work and application.

**Honor Roll:**

High Honors	3.33 and above
Honors	2.67 - 3.32

Students are included on the Honor Roll by meeting these standards:

1. Must be enrolled in at least 3 classes.
2. Students attending PATHS or WRVTC must be enrolled in at least 1 of these classes in addition to their vocational school classes.
3. At the time each Honor Roll is compiled, a grade of C, D, F, X, P, W, or Inc. in any subject will disqualify a student for inclusion on the Honor Roll.

Our local Kiwanis Club sponsors an annual Honors Banquet in the spring of the year. It involves all students who have made the Honor Roll for the first 3 marking periods. At graduation time, top honor students wear gold cords to call attention to their high achievement.

**Report Cards:**

Report cards are mailed home at the end of each quarter.

**Program of Studies:**

In planning a program of studies, the student should consider the following:

1. Requirements for graduation
2. Scholastic ability
3. Post high school educational and career plans
4. Special interests
5. The nature and requirements of individual courses
6. Advice of parents and faculty

**Permission to Drop a Course:**

Each student is expected to carry a minimum of 3 courses or the equivalent each quarter. Once a course is elected, the student is expected to complete it. However, a limited add/drop period of 3 days is held at the beginning of each semester, and a two-day add/drop period at the beginning of the second and fourth quarters. To drop a course

after the add/drop period, a special form must be secured from the teacher of the course, filled in, and signed by student, parent, subject teacher, and counselor. No student may drop a course within the last two weeks of a quarter.

**Release of Student Information:**

Federal legislation requires that upon request the school release names, addresses, and telephone numbers of our students to post secondary institutions and armed services recruiters. If you do not want this information sent, please notify the school in writing by September 30, 2008. In this case we will release directory information only on your student. As per MSAD #6 policy, "Directory Information" may include the student's name, school activities, awards, and height and weight when appropriate for athletic events. Bonny Eagle High School will release "Directory Information" to the news media and for such publications as the school yearbook and programs for student activities. The school also forwards educational records to any school which a student seeks or intends to enroll upon the written request via signature on a release of records form by the parent or guardian.

**II. CO-CURRICULAR ACTIVITIES**

Bonny Eagle High School currently offers the following co-curricular activities:

Amnesty International	Jazz Choir
Band, Jazz Band, Pep Band	Key Club
Bonny Eagle Animal Rights (BEAR)	Mock Trial
Bonny Eagle Gay/Straight Alliance (BEGSA)	National Honor Society
Bonny Eagle TV (BETV)	Natural Helpers
Chorus – Select	Newspaper
Civil Rights Team	Pi-Cone Math Team
Drama	Robotics
Envirothon	Student Council
Fight Against Cancer Society (FACS)	T-cell Team
Foreign Language NHS	Yearbook
Future Business Leaders of America	
International Club	

Each student has the opportunity to join many of the co-curricular activities. Students with questions should see the Activities Director. It is

possible for students to request any new club or activity if enough students have an interest, a faculty sponsor is available, and facilities can be provided. Requests for new groups should be submitted to the Activities Director.

### **Activity Buses & After School**

Only students who stay after school under the supervision of a teacher, coach, administrator, or other staff member may be in the building after 2 p.m. After activities begin, students who stay after school for a sanctioned activity may ride the 4:05 pm activity bus home provided that they have their agenda book signed by the coach, club advisor, or other staff member who was responsible for supervising them from 2:00 to 4:00, and stamped by the after school duty teacher. Activity buses run Monday thru Thursday and do not make all of the regular bus run stops but are instead fewer and further between. Students are urged to take advantage of these buses to participate in extra-curricular activities and to stay for extra help and make-up work. Students should notify parents that they plan to arrive on the activity bus. Please check with the transportation department at 642-4863 for more information regarding activity bus runs.

### **Athletic Policy:**

Bonny Eagle High School maintains a full athletic program for boys and girls. The school competes in the Southwestern Maine Activities Association (SMAA) in all sponsored activities. Varsity teams are sponsored in all sports. Junior varsity and freshman teams are sponsored in several programs.

**Boys:** Basketball, baseball, cheerleading, cross country, football, golf, ice hockey, indoor track-and-field, lacrosse, outdoor track-and-field, soccer, tennis, wrestling

**Girls:** Basketball, cheerleading, cross country, field hockey, golf, ice hockey, indoor track-and-field, lacrosse, outdoor track-and-field, soccer, softball, tennis, wrestling.

### **Athletic Policy**

1. Students may take part in only one interscholastic sport at a time.
2. For the purposes of this policy, the sport season is defined as the time period from the opening date of an activity a student is involved in until the date of the last contest of the season, as defined by the Maine Principals' Association (MPA).

3. Students can transfer from one sport to another only with the permission of the Activities Director, but not after the first scheduled contest during that sport season.
4. All participants must have an updated physical examination, within the last two years from the start date of the sports season participating in.
5. Students must purchase school insurance or have parents sign a waiver form.
6. BEHS student athletes must meet all eligibility requirements of the Maine Principals' Association (MPA).
7. A student is enrolled in a program of studies approved by the principal.. A student has passed three (3) block-scheduled subjects during the previous academic quarter. *If a student fails to earn passing grades in three (3) block-scheduled classes or the equivalent, then the student is ineligible for a period of time until the next report card.*
8. A student must be present all day and attend all scheduled classes and study halls to participate in an activity. Any student who is legitimately excused from school for one of the following reasons may also participate:
  - a. an appointment with a health, medical, or other professional
  - b. a pre-approved field trip
  - c. a pre-approved college visitation or interview
  - d. family bereavement
  - e. driver's license examination
9. Transportation: Bonny Eagle High School provides transportation to and from all activities in which we participate. Students are expected to ride the bus to and from any activity. Only in the case of an emergency (such as icy road conditions) or prior approval from an administrator or the Activities Director, may a student ride with a parent. Students seeking prior approval should complete a transportation permission slip and submit it to the Athletic Office 24 hours in advance.
10. Drug and Alcohol Use: The following behaviors by Bonny Eagle High School students participating in interscholastic athletics are prohibited:
  - A. The consumption, possession or illegal transportation of alcoholic beverages;
  - B. The use and/or possession of tobacco products;
  - C. The use or possession of unlawful drugs

Any student athlete who commits one of the above acts on or off school property at any time during an activity season will be suspended for ten (10) days and must agree to undergo an assessment program with our substance abuse counselor before resuming participation in an activity. A second offense will make the student ineligible for the remainder of the activity season.

11. Hazing, (nor injurious hazing) which will be interpreted as any act whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his or her dignity as a person will not be tolerated. Reported incidents will be investigated promptly and in a manner which protects the right of the person(s) filing the complaint, the person complained against, and the school. Student athletes who participate in such actions will be subject to discipline by the coach and/or athletic administrator.

#### **Student Council:**

The Student Council represents the student body. Each homebase elects a representative to the Student Council, and this body chooses its leadership from its elected representatives. The Student Council meets once a month and acts as a liaison between the student body and the administration. The Student Council addresses student problems and questions, and works with the administration to resolve conflicts. The Student Council also plans many of the activities of the school, such as Spirit Weeks, assemblies, Veteran's Day Remembrance, and community service projects. Currently the Student Council is rewriting its constitution and reorganizing itself so as to better represent the students of the school. The main purposes of the Student Council are as follows:

1. To promote the general activities of the school.
2. To bring student concerns to the administration.
3. To educate the students in the Parliamentary Procedure.
4. To teach the students the values of working in a democracy.

#### **Vocational School:**

During their junior and senior years, BEHS students may opt to take classes at Westbrook Regional Vocational Center or Portland Arts and

Technology High School. Students who are interested should see their guidance counselor. Once enrolled, BEHS students must sign a contract agreeing to follow certain rules and procedures for vocational students.

All vocational students are expected to ride the MSAD #6 buses to and from the vocational school unless prior arrangements have been made between the student, parent, and the principal of BEHS.

**SAT Requirement:**

Maine State Law requires that all third-year high school students take the SAT in May. Our school must achieve 95% participation rate, or we will be automatically designated a "Needs Improvement" school by the federal No Child Left Behind standards. For this reason, please do not plan family vacations during this time.

**III. DAILY PROCEDURES**

**Many of the procedures listed in the BEHS student agenda book are guided by MSAD #6 Board of Director policies. If there should be a conflict between this handbook and District policy, policy will govern the issue in question. These policies are available on the District's web page, in the Superintendent's Office, or in any MSAD #6 Principal's office.**

**Board policies, administrative regulations, and school rules apply to students on school property, or while in attendance at school or any school sponsored activity. These also apply any time conduct of a student at any time interferes with the operations, discipline, or general welfare of the school.**

**A. Attendance:**

All students are expected to be in school and in their regularly assigned classes and/or study halls every day. At Bonny Eagle High School we value class attendance and see it as a vital piece of a student's academic success. When students miss class, they miss an integral piece of their education, and that classroom participation and instruction cannot be replaced.

When a student is absent, a parent/guardian should call the school prior to 9:00 a.m. to report the absence. Please call the school office at 929-3840, or 642-9080. If a student needs to be dismissed, please send a note with your signature in the morning and ask them to get their dismissal pass from the attendance office upon arrival to school.

For students who have excessive absences, the following consequences will occur:

Students will not receive credit toward graduation if:

- s/he is absent more than 5 times in a quarter class
- s/he is absent more than 10 times in a semester class
- s/he is absent more than 15 times in a three quarter class
- s/he is absent more than 20 times in a year class

As a result of Maine State Law some absences do not count toward this process:

1. professional appointments (court, lawyer, medical, dental - supported by documentation from these offices)
2. verified illness by physician or school nurse
3. school related field trips/activities
4. religious observances
5. death or serious illness in the family

A student who is tardy to class or study hall will be dealt with by the teacher involved. A student who accumulates 3 tardies or 3 dismissals in a class will receive an absence for that class. If a student is more than 30 minutes tardy to a class, or is dismissed more than 30 minutes early it will be counted as an absence.

\*\*Students who are absent from a class or for the entire day for a reason which, according to state law (see above), cannot be counted against graduation credits, must see the Attendance Coordinator to be credited with a green slip (excused absence). The Attendance Secretary will notify the student's teachers by entering the green slip into Infinite Campus. A green slip absence will not count against the five per quarter limit. When a student receives 3 tardies, 3 dismissals, or has accumulated 3 absences in a quarter class or 5 absences in a semester class, the teacher will make the parent aware either through a meeting, letter, telephone call, or via e-mail, and will keep documentation of such contact.

#### **Appeals Process:**

In some situations, students who do not receive their credit at the end of a course due to excessive absences may appeal this decision.

Students who are eligible for the appeals process are those who request the appeals process in writing to their administrator no more than 15 school days after the course in question has ended and meet the following criteria:

- have earned a passing grade in the course
- have absences which their parent/guardian verified through a note at the time of return to class or school
- have no more than twice the number of absences allowed for the course (e.g., 10 or less for a quarter class)
- 

The Appeals Committee will consist of:

- A BEHS faculty member of the student's choice
- The teacher of the class
- BEHS principal or assistant principal (non-voting unless an appeal committee member is absent)
- an at-large faculty member to be determined by the principal

The student will be given due process and may bring a parent or guardian to the appeals hearing. The student will be notified as to the date of the appeals hearing and will forfeit the right to appeal if they do not show for the meeting. The appeals committee will reach one of the following determinations by majority vote:

1. The student will receive no credit for the course.
2. The student will receive credit for the course.
3. The student will be allowed to take the class through summer school to attempt earning credit.

**Early Dismissal/Late Arrival:**

A parent/guardian request for early dismissal or late arrival must be explained in writing and be approved by the principal. Juniors and seniors may apply for early dismissal or late arrival privileges.

**Tardiness:**

Students arriving late to school must report to the Attendance office prior to reporting to class to correct their attendance record. If a student is tardy (unexcused) more than 3 times for his or her 1<sup>st</sup> class of the day, an office detention will be assigned.

**B. Automobiles and Parking:**

As a result of the limited number of parking spaces, only juniors and seniors in good standing will be allowed to bring a vehicle to school. Seniors will be given first priority to register their vehicles. All student vehicles must be properly registered in the office and a valid parking

sticker must be displayed as evidence of registration. **The annual registration fee is \$10 per student.** Students must park in designated student parking areas, and display the appropriate sticker in order to avoid tickets or towing fees. During an evacuation students are not permitted to go to their vehicles.

Students driving to school must practice the common courtesies of good driving and parking. Violation of parking regulations will result in loss of parking privileges, and could result in the vehicle being towed at the driver's expense. Reckless driving or habitual disregard for parking regulations can result in suspension from school and/or loss of parking privileges. Students must leave their vehicles immediately upon parking and cannot return to their cars during the school day without office permission. Vehicles must be locked.

Bonny Eagle High School is not responsible for the contents of any vehicle parked on campus. Students who cut classes and/or leave school grounds without permission, or enable other students to leave campus, may lose their parking privileges. **A reminder: the speed limit in the parking lot is 10 mph, and it is illegal to pass a school bus which has its red flashing lights on.**

#### **C. Change of Address, Telephone Number, Etc.:**

Students who change their addresses, telephone numbers, etc., are asked to report these changes in writing to the attendance office as soon as possible. It is imperative that each student return an updated emergency form to their Homepage teacher to be kept on file in the office in case a parent needs to be reached during school hours.

#### **D. Daily Announcements:**

Daily announcements will be read in the morning during Homepage. Daily Announcements are posted on the front office window in the front lobby and on the BEHS web site: [www.sad6.k12.me.us/behs/index](http://www.sad6.k12.me.us/behs/index).

#### **E. Dances, Homecoming, and Prom :**

Attendance at these activities, like other after hours events, is a privilege, not a right. Approval to attend may be taken away if the student or guest has not been a good school citizen, has behaved inappropriately, or if the school administrators have reason to believe that the student's or guest's attendance is not in the best interest of other students, staff, or chaperones.

1. Students leaving may not return.
2. Misconduct at the homecoming dance or prom may result in loss of the privilege of attending all school sponsored activities for 45 days.
3. Guests are allowed with advanced approval by an administrator. Guests are allowed to attend if the guest is a student in good standing at another school, and the permission form is signed and submitted three (3) days prior to the dance.
4. No guests over 20 years of age.
5. No one may arrive one hour after the event begins, unless arrangements have been made with administration.
6. No middle school or elementary students.
7. Tickets will not be sold at the door.
8. All other school rules will be followed.
9. Chaperones must be approved by the principal.

**ANY STUDENT WHO VIOLATES THESE RULES WILL NOT BE ALLOWED BACK AS A GUEST AT FUTURE DANCES.**

#### **F. Fire Drills, Evacuations, & Lockdowns:**

Fire drills, evacuation drills & lockdown drills are held periodically. All students must maintain good order during the procedure. Follow the instructions posted in each classroom and adhere to instructions given by your classroom teachers. Students should stay with their classroom teacher while outside, and may not go to their cars.

#### **G. Hall Passes:**

Corridors must be kept quiet for the benefit of those in class. Some corridor traffic is justified. However, loud talking, loitering, and banging of locker doors is prohibited. Students are not to be out of study hall or class without a pass written in their agenda book. The agenda book and/or student ID must be shown upon request. Teachers and study hall monitors will not permit more than one student out of the room at any time.

#### **H. Insurance:**

A. School insurance is available to all students at a moderate rate. The purchase of this insurance is on a voluntary basis. It is recommended for all students.

- B. Students participating in interscholastic athletics must either purchase school insurance or have their parents sign a waiver form
- C. Accidents should be reported immediately to the supervising teacher or coach.
- D. Do not see a physician without an accident form.

**I. Internet Use: Acceptable Use:**

Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner by completing the acceptable use form given to them at the beginning of the school year. Unfortunately, while the Internet is an extraordinary research and educational tool, some material accessible via the Internet may contain items which are inappropriate for students. MSAD #6 contracts with N2H2 for a product called Bess which serves to filter our Internet access. However, there is no guarantee that all inappropriate material will be filtered out. The misuse of the Internet by a student will terminate their access to the Internet and/or computer use at BEHS.

**J. Library:**

The library at BEHS is available to all staff and students every day through the BEHS library web page. School library hours are Monday through Thursday 6:45 am - 3:30 pm, and Fri. 6:45 am - 2:15 pm.

Reservations are necessary for all study hall students. To reserve a space requires signatures from a library staff person and a study hall monitor prior to the study hall block. No reservations are needed during lunch, or before or after school hours. The library staff assists students with their research by providing a large variety of books and internet access. Photocopies (five cents per page), markers, paper, scissors, and more are provided to assist students with their schoolwork. Current newspapers, magazines and books are also available for all to read.

Patrons may borrow up to three books for three weeks. Ask a library staff person to renew books to extend the time beyond three weeks. Overdue items are charged five cents per items per day with a maximum fine of \$1.00 per book. Non-perishable foods may be brought in lieu of fines, to be given to local food banks. It is against BEHS policy to use our computers for games, chat rooms, or e-mail. Failure to comply may result in losing your Internet privileges.

**K. Litter/Recycling:**

Students are expected to throw their trash away rather than leave it lying around. Can/bottle recycling containers will also be near trash receptacles. Students are expected to cooperate with teachers and to accept their responsibility to help keep our school clean. Students who fail to do so will receive appropriate disciplinary consequences.

#### **L. Lockers:**

Lockers remain the property of the school, and should be locked at all times. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Periodic inspections of lockers may be conducted by the school for any reason at any time. Students are assigned lockers and are responsible for the contents of their locker. The care and upkeep is also the responsibility of the student to whom the locker is assigned, therefore lockers should not be shared. Any decorations (inside only) must be in good taste and removed at the end of the school year. Students should report locker problems to the Attendance Office. No locks other than those already provided for the locker should be used by the student unless permission has been given by the principal.

#### **M. Lost and Found:**

Students who find lost articles are asked to take them to the lost and found department in the office before or after school. Lost articles that are not claimed within a reasonable time will be given to the Goodwill Industries.

#### **N. Personal Property:**

All students are responsible for their personal property. The school is not responsible for lost or stolen items. Students should not bring valuables to school; this includes electronic games, i-pods, or any electronic devices.

#### **O. Posters:**

Posters or advertising may be posted only with the approval of the Director of Student Activities or the Principal. Posters must be placed in approved areas only and removed within a reasonable time after the event.

#### **P. School Crisis & Safety Plan:**

In order to provide a safe environment for all staff and adults at BEHS, a crisis and safety plan has been developed. This plan includes practicing lockdown drills as well as evacuation procedures using specific

established routes. Any student who is uncooperative during any of these drills or procedures will face a possible suspension and/or expulsion hearing.

**Q. School Resource Officers:**

A Cumberland County Sheriff department officer serves in the capacity of school resource officer. This officer works in partnership with the faculty and administration to provide a safe and secure atmosphere within the school and on school premises. Responsibilities include acting as a resource in classes, assisting with legal situations which may arise, and seeing to the safe and orderly management of the school.

**R. Skateboarding, Roller-blading, or Roller Skating:**

For health and safety reasons, skateboarding, roller-blading, or roller skating is not permitted on school grounds.

**S. Student ID's**

All incoming students are provided with photo Identification cards early in the school year. Students are expected to carry their ID with them at all times, and present them when asked by a staff member.

**T. Study Halls:**

If you choose this as one of your four classes please be aware that "Study Hall" is an assigned class and will be treated as such by all involved. All students have the right to a quiet environment in which they are able to accomplish their academic goals. Respect for the rights of your fellow classmates will be expected at all times. All study halls will be "Quiet Study Halls". Attendance and tardy rules that pertain to other classes will be in effect.

**U. Textbooks, Equipment, Supplies, Etc.:**

It is the responsibility of Bonny Eagle High School to provide the materials and textbooks required of students to successfully complete all programs within the regular school curriculum. It is the responsibility of the student to see that textbooks and other materials loaned to him/her are returned in a condition consistent with the way it was received. Students will be asked to pay for lost and damaged books and materials. Replacements during the year will not be made unless the material is paid for. All outstanding fees must be paid before a report card or diploma will be awarded.

#### **V. Telephone Use:**

The use of school phones is discouraged. However, if there is an emergency, they may be used with the permission of a teacher or administrator. The phones in the classrooms may be used only with the permission of the teacher. If a student is disruptive, the privilege to use the phone will be revoked. Cellular phones are to be used only outside of regular school hours. Cell phones may be confiscated and turned in the office if they are in sight or if a student using them is disrupting a class or study hall.

#### **W. Visitors:**

Parents are welcome and encouraged to visit school facilities or classrooms. However, for the protection of all persons, a visitor's pass must be obtained from a school administrator or the receptionist who may request proper identification. We discourage student visitors to our school unless prior approval is received from a school administrator. Students planning future attendance may make an appointment through the guidance office and will be given a mini-tour during the school day. Parents/guardians wishing to meet with school personnel are requested to call for an appointment.

### **IV. DISCIPLINE:**

**The discipline code of BEHS is based upon the premise that all students have a right to an education in a safe environment. All teachers have the right to teach; all students have a right to learn, and no one has the right to disrupt that process. Those who do will face severe disciplinary consequences.**

#### **Student Code of Conduct:**

Ethical and responsible behavior is an essential part of the education mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct with input from school, staff, students, parents, and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly, and respectful learning environment.

#### **Standards for Ethical and Responsible Behavior**

The Code of Conduct is intended to support and encourage students to meet the following statewide standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

The rules of BEHS apply to any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school. Each student should:

1. Be courteous to fellow students, staff, and visitors
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order, and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of this Code may result in disciplinary action. Consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offense. Behavior that also violates the law may be referred to law enforcement authorities.

Faculty and staff are responsible for discipline in all areas of the school. They may assign any reasonable penalty. Discipline is one of the most important lessons taught through education. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

**\*\*Any student who is uncooperative during an evacuation or lockdown will be suspended for up to ten days, and may face expulsion.\*\***

**BEHS Disciplinary Guidelines (minimum consequences):**

<b>Violation</b>	<b>1st offense</b>	<b>2<sup>nd</sup> offense</b>	<b>3<sup>rd</sup> offense</b>
Class or study hall cut	1 detention	2 detentions	In-School
Skipping Detention	In-School	In-Schools(2) <i>In addition to the detention</i>	Suspension
Dress code violation	Verbal warning	1 detention	In-School
Inappropriate language	1 detention	In-School	Suspension
Outside w/out permission	2 detentions	In-School	Suspension
Smoking	Court summons and suspension		
Leaving grounds	In-School	Suspension	Suspension

**\*\*\*Depending on the severity of the infraction, the administration may opt to increase the prescribed consequence. Anytime an infraction of school rules also involves illegal activity, such as theft or assault, legal charges may be pressed against the student.**

In certain cases BEHS administrators may suspend students for up to 45 days. Examples of infractions which may result in a suspension of ten days and a referral for expulsion include, but are not limited, to the following:

- insubordination or disrespect, theft, vandalism, fighting, cheating, headbutting, harassment / bullying, threat to life, bomb threat, possession, use, sale, or being under the influence of drugs or alcohol, bringing a weapon to school or possessing a weapon on school grounds, causing the evacuation of a public building, or making or having knowledge of an explosive device at school

**Affectionate Behavior:**

Public displays of affection beyond holding hands are inappropriate for school or school activities. Please do not embarrass yourself, your peers, or your teachers by violating this policy. Bonny Eagle High School discourages any inappropriate physical contact. Violation of this policy may include a referral to guidance, parent contact, or administration, and additional consequences.

**Bullying:**

Bullying behavior, including unwanted physical contact, acts or communications of any kind that:

- damage a student's property; place a student in reasonable fear of physical harm and/or damage to his/her property; and/or disrupt the instructional program or the orderly operation of the school; and/or
- is so severe that it creates a hostile environment for the student who is bullied.

Principals will consider the time, place, and manner of each offense. After a proper investigation and in accordance with applicable state and federal laws, they may discipline, suspend, and/or recommend for expulsion students who violate this policy. The BEHS Bullying/Harassment Rubric will be used to assign consequences.

Reference: JICK – Bullying

**Canine Patrols:**

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

The Superintendent must make requests for canine patrols in writing to the appropriate law enforcement authorities. Only certified dogs and handlers may be used. Whenever possible, canine patrols will be scheduled to minimize disruption of the academic program and risk of contact with students.

Teachers will be notified prior to the initiation of a canine patrol to keep students in their classrooms during the patrol. Any students in the parking lot, or anywhere outside of a classroom, prior to a canine patrol will be instructed to report to the school office or the appropriate classroom.

Any locker and/or vehicle identified by the canine patrol will be noted by the school administrators accompanying the patrol. Immediately following removal of the dogs, each area noted during the canine patrol will be searched. Each search will be conducted by a school administrator in the presence of a witness, except where the circumstances make the presence of a witness impractical.

### **Cell Phones and Pager Devices in Schools:**

Cell phones, walkman units, I-pods, MP3 players, pagers, and other such devices interfere with the academic operation of the school. Students should have their cellular phones out of sight and turned off during school hours. If a student needs to contact a parent or guardian, the student must seek permission from a teacher or administrator.

A "paging device" is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor (i.e., beepers, cellular phones, etc.). A person who discovers a student in possession of a paging device or cell phone is violation of this policy shall report the violation to an administrator and may confiscate the device. The device will be confiscated and may be returned to the student or parent at a later date. **Laser pointers and video cameras are not to be brought to school and will be confiscated.**

Students shall not use paging devices, or cell phones while school is in session, unless the student is in attendance in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical service organization, and have received prior permission from an administrator

### **Detention:**

Students who violate school rules may be assigned to an after school detention. Failure to attend may result in a suspension. The only legitimate reason for missing after school detention will be medical or dental appointments, or situations receiving prior approval from an administrator. After school detention will run from 2:15 PM until 4:00 PM Tuesdays, Wednesdays, and Thursdays. Students will not be allowed to report late for after school detention. If a student is disruptive in the detention hall or needs to be removed for any reason, s/he will be suspended from school.

### **Dress Code:**

Most neat appearing clothing is acceptable for school wear. Any clothing which distracts, disrupts, or is inappropriate will not be permitted. Low cut shirts and blouses are not appropriate for school. Tank tops, or tops with spaghetti straps, are not appropriate unless they are worn over or under another sleeved shirt. No strapless or halter tops are allowed in school. All shirts and blouses should cover the midriff and avoid exposing undergarments or skin. Shorts and skirts should be of reasonable, modest length (mid-thigh or below).

Any clothing with large holes or tears which expose skin is also inappropriate. Any clothing or other items such as key chain tags with questionable or vulgar messages or which advertise or advocate sex, alcohol, drugs, tobacco, gang affiliation, or illegal activity will not be permitted. Printing, such as "Coed Naked" or "Hooters," is also prohibited.

Hats, bandanas, "dew rags", or other head coverings, are inappropriate attire in the school and must not be worn at any time within the school building. They must be left in lockers, or out of sight during the school day. Jewelry which is inappropriate such as spiked collars, or bracelets, long, heavy chains, etc. will not be allowed. Students who are not appropriately dressed will be asked to change. A student who violates the dress code after being warned may be disciplined.

#### **Drug and Alcohol Policy:**

The use of alcohol and the abuse of drugs are illegal for public school students and constitute major health problems in our society. The prevention of alcohol and drug abuse in the MSAD #6 schools is an important goal of the school system for legal and educational reasons. Such abuse disrupts the educational program and threatens the health and safety of students, employees, and visitors in the schools. Consequently, the possession, use, transfer, or being under the influence of alcohol or drugs by any person on school property including buses, on school trips, or at any other school activity shall constitute a serious violation of School Board policy. The sole exception, if approved in advance by the principal or his designee, shall be the proper use of medication prescribed by a physician, but the taking of such medication at school shall be discouraged whenever practical and reasonable. Violators of this policy shall be disciplined in a manner appropriate to the nature and severity of the violation. Students possessing, distributing, or ingesting prescription medication which is not prescribed for them, will be considered in violation of the substance abuse policy.

The term "drugs" shall include, but not be limited to: 1. any substance which can influence one's consciousness or awareness; and 2. any scheduled drug as defined in Title 176-A, Maine Revised Statutes Annotated, Chapter 45.

The statutory reference is the same one used in 20-A MRSA 1001(9) in defining for what acts students may be expelled. For the purposes of this policy "look-alike drugs or substances which students believe to be drugs are included here.

All employees are required to report evidence of violations of this policy to the Principal of the school(s) to which the suspected violator(s) are assigned. Principals shall notify parents of any substantial evidence which they receive indicating that their child is involved with illegal drugs or alcohol.

Students found to be in possession of, drugs or paraphernalia, or under the influence of drugs or alcohol on school grounds, at school sponsored activities, or on school trips shall be suspended from school for a period of ten (10) days and must undergo an assessment program with our substance abuse counselor prior to returning to school.

**Distributing or Second Offense:**

In addition to the suspension of ten (10) days, when the Superintendent of Schools believes that there is sufficient evidence to indicate that a student has violated this policy two or more times in a school year, or that a student has been guilty of distributing drugs and/or alcohol to others in any manner, the Superintendent shall refer that student to the School Board for a hearing to consider the imposition of further discipline as appropriate, including expulsion.

**Expulsion:**

Only the Board of Directors may expel a student. Students may be brought before the Board for an expulsion hearing after any suspension for fighting, violating the substance abuse, threat to life, or weapons policy, or after three suspensions of any type. Any student who causes an evacuation via a bomb threat or fire alarm or knowingly aids in such a threat will also be recommended to the school board for an expulsion hearing.

Students expelled from BEHS may not be on any M.S.A.D. #6 property until they have appeared before the Board and received permission to reenter school. According to Maine State Law, a school system may honor any suspension or expulsion of a student expelled from another school.

Expulsion is a permanent circumstance overturned only by the Board during a reentry hearing.

**Fighting:**

Severe, immediate disciplinary action will be taken against individuals who participate in a fight or encourage it in any way. Absolutely no disruptive behavior of this kind will be allowed because it infringes and reflects upon the educational process. Students who carry rumor information back and forth which instigates others to fight place

themselves in the same penalties as the combatants. The penalty for this unacceptable behavior is suspension for a period of up to 10 days for the first offense. If a student is involved in a fight, in addition to a 10 day suspension, a referral may be made to the Superintendent and a possible recommendation made for expulsion.

### **Hazing:**

Maine statute defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” It is the policy of the MSAD school board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of MSAD 6 shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities.

Persons not associated with MSAD 6 who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, students, and all other employees who fail to abide by this policy, may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. In the case of an organization affiliated with MSAD #6 which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action - or lack of action - on the part of the Superintendent as he/she carries out the provisions of this policy that individual or organization may appeal to the Board. The ruling of the Board, with respect to the provisions of this policy, shall be final.

### **Patrolling of Parking Lots and Searching Vehicles:**

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

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

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

For More Information Regarding Questioning and Searches, see the Following Board Policies:

- JIHR Questioning and Searches of Students
- JICH Drug and Alcohol Use by Students
- JICIA Weapons, Violence, and School Safety
- JK Student Discipline
- KLK Relations with Law Enforcement Authorities
- IMG Animal

### **Plagiarism:**

Plagiarism is stealing! If you try to pass off as your own the ideas, works, or writings of another, you are plagiarizing. Whenever using the work of others in your assignments, be sure to cite your sources. Consequences for plagiarism may range from loss of credit for the assignment to suspension or expulsion. Parents and school authorities will be contacted.

### **Questioning of Students:**

School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Board policies, school rules, and/or federal/state laws.

School administrators will inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. School administrators will make a reasonable effort to question the student in a location out of the sight and hearing of other students.

**If a student fails to cooperate, lies, misleads, or threatens any person during questioning, he/she may be subject to additional disciplinary action.**

**Searches of Students, Personal Property in Students' Immediate Possession:**

School administrators are authorized to search students and/or personal property in students' immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating Board policies, school rules, federal/state laws, or is interfering with the operations, discipline or general welfare of the school.

All searches of students and/or their personal property, will be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical. A reasonable effort will be made to conduct searches out of the sight and hearing of other students.

Searches should be reasonable related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include pat downs and searches of the student's outer clothes (e.g., pockets, jacket, shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator will open and search the items. If the search produces a reasonable suspicion of the presence of evidence, a broader search may be justified. If a strip search appears to be necessary, law enforcement authorities will be contacted.

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

**Searches of Lockers, Desks, and Other School Storage Facilities:**

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

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

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

### **Sexual Harassment/Intimidation:**

Bonny Eagle High School recognizes the right of every student or employee to attend/work at school in an environment free of intimidation, ridicule, hostility, and offensiveness.

In order to insure such an environment exists, no student/employee shall harass another student/employee on the basis of race, color, sex, religion, sexual orientation, national origin or handicap. Acts of this nature are not only a violation of this policy but also may constitute illegal discrimination under both state and federal laws. Unwelcome sexual advances, gestures, comments or contact, threats, offensive jokes, ridicule, slurs, derogatory actions or remarks constitute harassment when:

1. submission to such conduct is made as express or implicit condition of employment or education; or
2. submission to or rejection of such conduct is used as a basis for employment/academic decisions affecting the individuals; or
3. such conduct has the purpose or effect of interfering with an individual's academic/ work performance; or creates an intimidating, hostile, or offensive educational/employment environment.

Incidents of harassment should be reported to guidance counselors, teachers, administrators, or Jennifer Donlon, the district's Affirmative Action Officer. She may be reached at the superintendent's office at 929-9105. Reported incidents will be investigated promptly and in a manner which protects the rights of the persons filing the complaint, the person complained against and the school.

### **Smoking:**

The use of tobacco, in all of its forms, is an established health hazard. Consequently, the MSAD #6 Board of Directors prohibits the use of tobacco in any form on school property. It is illegal for anyone under age 18 to smoke or be in possession of tobacco products. Anyone who furnishes tobacco to a minor will be subject to a suspension and/or court summons. Students who possess or use tobacco on school grounds will be subject to a court summons and suspension. The tobacco, lighters, and matches will be confiscated.

### **Staff Conduct with Students**

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

Students and/or their parents/guardians are strongly encouraged to notify the principal (or other appropriate administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

For more information see MSAD #6 Policies:

ACAC - Hazing

ADAA - Ethical & Responsible Behavior

GBAA - Harassment & Sexual Harassment of Students

### **Suspension:**

Suspension is the exclusion of the student from attendance in class. In some instances, such as being outside or leaving grounds without permission on the first offense, students may receive an in school suspension. Violating the in school suspension contract will result in an out of school suspension.

Whenever an out of school suspension occurs, the student will not be readmitted to school until a student/parent/administrator conference has been held. Suspended students are not allowed on M.S.A.D. #6 property for the duration of the suspension. Nor may they participate or attend any co-curricular or athletic activity.

A student who is suspended from school for a violation occurring at an extra-curricular activity may be suspended from attending any extra-curricular activities for the remainder of the school year. If a snow day occurs during a student's suspension, a day will be added to the student's suspension.

PATHS, WRVC, and Bonny Eagle High School all recognize the suspensions assigned by each. Therefore any vocational student suspended from BEHS is suspended from their vocational program, and vice versa.

Any student suspended three (3) times during the school year will need to meet with the Asst. Superintendent for possible referral to the Superintendent of Schools and the MSAD #6 Board of Directors for expulsion.

**Weapons and Dangerous Instruments:**

No student shall possess, handle, or transmit any knife (pen knife, jack knife, Leatherman tool, etc. regardless of size), gun, explosive, ammunition, metal knuckles, spray cans (e.g., "Mace"), or other object that reasonably can be considered a weapon or dangerous instrument or look-alike in any school building, on school grounds, on any school bus, or at any school related activity, event, or function. Any student in violation will be suspended for up to ten (10) days and may be recommended for expulsion from school.

**VI. GUIDANCE**

Each Bonny Eagle High School student is assigned to one of the following guidance counselors, alphabetically according to students' last names:

Mrs. Demers	Grades 9, 11	A –K
Mrs. Clark	Grades 10, 12	A - K
Ms. Polk	Grades 9, 11	L - Z
Mrs. Hatfield	Grades 10, 12	L - Z
Mrs. Lary	Grades 12 (A – D) and Hollis	

**The Guidance Office is open 7:00 am - 2:30 pm each school day.**

Guidance services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational and career information, assistance with home, school or social concerns, or any other matters a student might like to discuss.

**Services offered by the Guidance Department include:**

1. Information about careers.

2. Information about colleges, universities, vocational schools.
3. Individual and group counseling about problems.
4. Strategies to build self confidence.
5. Information concerning grades, transcripts, report cards.
6. Information about standardized testing.
7. Information about scholarships.
8. Information about programs of studies and scheduling.

All students should schedule at least one conference a year with their counselor. In addition, students are encouraged to consult with their counselor or another member of the guidance staff whenever assistance is needed. Appointments may be scheduled during a study hall, before or after school, or during lunch. BEING AT THE GUIDANCE OFFICE WITHOUT AN APPOINTMENT IS NOT AN EXCUSE FOR BEING ABSENT FROM CLASS.

Parents/guardians are invited to consult with a counselor concerning their student. Conferences are often helpful in sharing information while planning and formulating goals.

All counselors are available to graduates and drop-outs but current students have priority.

**Transfer Students:**

Students who are transferring to Bonny Eagle High School from any school other than Bonny Eagle Middle School, must call ahead to schedule an appointment with a counselor to do so. In order to enroll, students must :

- a. be accompanied by a parent or legal guardian who lives within MSAD #6
- b. show verification of residency within MSAD #6
- c. bring a copy of their immunization records
- d. bring their social security number
- e. bring a transcript from the previous school

**Military & College Representatives:**

Military recruiters and college admission officers routinely visit the BEHS guidance office to meet with prospective recruits and students.

Students wishing to meet with these representatives should watch for the notices on the daily announcements and the message board outside the guidance office, then reserve a slot with one of the guidance department secretaries

## **VII. HEALTH SERVICES**

The clinic at the high school is staffed by a registered nurse and a clinic secretary and functions on the triage model.

### **A. Health Issues:**

A list of health problems that might interfere with the child's academic progress is provided to teachers on an annual basis. A list of serious health problems such as asthma, diabetes, seizure disorders, hemophilia, etc. is provided to the bus drivers in order to readily identify these children if an emergency arises.

If a student becomes ill at school, permission must be requested from the teacher to report to the clinic. If the illness is serious enough to send the student home, the parent/guardian will be contacted by the clinic and the student sent home. If a student does not follow this procedure prior to leaving the building, any classes missed will be considered class cuts.

Due to health and safety concerns, students may not pierce their own, or another student's body while on school premises. OSHA Regulations restrict the use of many chemicals, cleaning agents, and other substances in school. Therefore, for health and safety reasons, BEHS does not permit students to bring spray bottles and/or cans to school. This would include perfumes, colognes, etc. A MSDS notebook is kept in the Main Office and Custodial Office as a reference for all chemicals kept in the building. (Ref. EBBA Board Policy)

In accordance with the Centers for Disease Control and the American Academy of Pediatrics, students with pediculosis (head lice) no longer need to be excluded from school. In the case of difficult individual cases, the school nurse will develop a plan with the student, the student's family, and other staff members as appropriate with a goal of limiting loss of class time.

### **B. Latex:**

MSAD#6 recognizes allergic reactions to latex have become an increased health risk, sometime life threatening. Therefore, no latex gloves or latex balloons are permitted in schools.

### **C. Medication:**

Medication means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by a health care provider.

Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day.

In the event that no reasonable alternative exists, a parent may request in writing that medication be administered to the student during the school day. The parent may obtain a copy of MSAD #6's "**Request Permission to Administer Medications in School**" form from the school nurse. This form must be completed by the parent and the health care provider prescribing the medication and returned to the school before any medication will be administered at school. If the nurse has any questions or concerns, he/she will contact the parent and/or health care provider, as appropriate. The nurse may consult with the building administrator and/or school physician as necessary to resolve the situation.

Any change in a medication order requires the completion of a new Request Permission form. Requests are valid for the current school year only. The parent is responsible for notifying the school nurse if a medication is discontinued and removing any remaining medication. All medications not removed by the parent at the end of the school year will be properly disposed of by the school nurse.

The student's parent will deliver any medication to be administered by school personnel to the school in its original container, along with the Request Permission form. In the event that delivery is not practical, the parent must contact the school nurse to make alternate arrangements.

Only a limited supply of medication will be kept at the school. Medication records will be maintained as part of a student's health record and made available to parents in accordance with the Board's policy on student education record (Policy JRA). To the extent legally permissible, school staff may be provided with such information about a student's medication(s) as may be in the best interest of the student.

High school students may possess and self-administer non-prescription pain relief medications, such as Tylenol/Acetaminophen or Motrin/Ibuprofen/Advil as long as they are in original containers and the required Request Permission form has been completed. Under special medical circumstances, students may be allowed to possess and self-administer a specific prescription. Any such request will be reviewed and approved or disapproved by the school nurse in consultation with the building administrator or school physician.

A student may be authorized to carry and self-administer emergency medication from an asthma inhaler or epinephrine pen (epi-pen) if the following conditions are met:

1. There must be a completed Request Permission form indicating that the student's parent and health care provider have authorized self-administration.
2. The school nurse will evaluate the student's technique to ensure proper and effective use of an inhaler or epi-pen.
3. Authorization to possess and or self-administer an asthma or epi-pen must be renewed each school year.

A student's authorization to possess and self-administer any medication may be revoked by the building administrator after consultation with the school nurse and the student's parents if the student demonstrates an inability to responsibly possess and self-administer such medication.

**Sharing, borrowing, or distribution of medication is prohibited.** The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy under the Board's policy on student alcohol and drug use (JICH – Drug and Alcohol).

MSAD #6 reserves the right to inspect any medications in a student's possession. Student violations of this policy may result in having the authorization to possess and/or self-administer medications revoked and may also result in disciplinary action.

The medication procedures outlined above are in accordance with the MSAD #6 policies referenced below:

JRA – Student Education Records

JICH – Student Drug and Alcohol Use

JLCD – Administering Medication to Students

#### **D. Screenings:**

Vision and Hearing Screenings are done for freshmen and others upon request. Volunteers under the direction of the school nurses perform

these. Students who do not pass these screenings will be rechecked and parents will be notified for a follow-up referral if necessary.

#### **E. Field Trips:**

Students are required to turn in permission and medication forms at least **two weeks** prior to the trip. References: EEAFB—Transportation-Field Trips and JLCD—Administering Medication to Students.

### **VIII. RIGHTS AND RESPONSIBILITIES:**

#### **FERPA:**

The Family Education Rights and Privacy Act affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request an amendment of the students education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask MSAD #6 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) With new federal legislation we are required upon request to release names, addresses, and telephone numbers of our students to post-secondary institutions and armed services recruiters. If you do not want this information sent please notify the high school in writing. In this case, we will release directory information only on your student. As per MSAD #6 policy, directory information includes name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, date of attendance in MSAD #6 schools, and honors and awards received.

(5) The right to file a complaint with the U.S. department of education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
US Dept. of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

### **Title IX:**

Bonny Eagle High School is in compliance with the implementation of Title IX of the Educational Amendments of 1972, which states, "no person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to

discrimination under any educational program or activity receiving assistance."

**Special Education & Section 504:**

The Special Services Department Office is located in room 121. Students who are identified as having special needs are offered many levels of assistance. The department has resource teachers, paraprofessionals, and other support services, such as speech therapy, occupational therapy, physical therapy, and social workers.

Students with an IEP (Individualized Education Plan) are assigned case managers who help students to develop academic, organizational, and testing skills. Assistive technology and quiet areas are available for use in the special education office. By appointment, paraprofessionals and case managers are available after school, as well as during the day. A Study Center for students who require additional academic help and support is now located in room 121 in the New Wing. It is open for all students. For more information, contact the Special Education Office at 642-9080 or 929-3840 ext. 111, or come in.

**KNOW YOUR RIGHTS -- REMEMBER YOUR RESPONSIBILITIES**

**THE RIGHTS TO AN EDUCATION:**

You have the right to a free and full education through secondary schools in Maine from the ages of 5 through 20.

The law requires you to attend school until age 17, unless conditions specifically listed in Maine Statute are met (20MRSA/911).

Although high schools may determine their own specific attendance policies, Maine state law requires that students attend classes for 175 days of the year (20MRSA/1281, Ch. 105).

All public schools that receive federal funds must provide free appropriate education to each qualified handicapped student regardless of the nature or severity of the person's handicap (20MRSA/3111, Ch. 403 and PL 94-142).

A child is determined to be habitually truant if absent from school the equivalent of ten (10) full days or for half a day on seven (7) consecutive school days (20MRSA/194, Ch. 105). Such a student is liable for disciplinary action by the school.

Your responsibility as a student includes fulfilling the course requirements decided by the MSAD #6 Board of Directors. As you fulfill this responsibility, you are helping to grant yourself the right to the best education possible!

**Crisis Response Numbers:**

AIDS Hot line	1-800-851-AIDS
Alcohol/Information & Referral	1-800-252-6465
Caring Unlimited/Domestic Violence	1-800-239-7298
Center for Grieving Children	775-5216
Child Abuse	1-800-452-1999
Crisis/Suicide Hot line	774--4357 or 1-888-568-1112
York County	1-800-660-8500
Eating Disorders/Mercy Westbrook	1-800-799-8444
Planned Parenthood Portland	874-1095
Youth Alternatives/Family Mediation	874-1175
Sexual Assault Response Services	1-800-313-9900