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## Accreditation

Calais High School is fully accredited by the  
New England Association of Schools and Colleges

## Terms

Parent—also means guardian

Principal—include his/her designee

School Facilities—includes buildings, grounds, buses, and other school property

School-sponsored Activity—includes all school-sponsored or approved activities whether they are held on or off school grounds

## Reservation Clause

Calais High School/Middle School reserves the unlimited right to change the terms of the handbook at any time, without notice. Should there be a discrepancy between the handbook and School Committee policy, the policy will govern.

## **Mission Statement & Expectations for Student Learning**

### **MISSION STATEMENT**

The mission of Calais High School is to provide a positive learning environment where a student develops the skills, knowledge, and attitudes necessary to become a responsible and productive citizen.

### **ACADEMIC EXPECTATIONS**

The Calais High School student will:

- Read, write, speak, and think critically
- Accurately define problems, frame questions, collect data, use technology and analyze problems objectively
- Assess individual interests, aptitudes, skills, and values in relationship to career plans
- Create a career/educational plan that reflects personal goals, interests and skills, and available resources

### **CIVIC EXPECTATIONS**

The Calais High School student will:

- Recognize the power of personal participation to affect the community and demonstrate participation skills
- Understand and respect the diverse nature of society

### **SOCIAL EXPECTATIONS**

The Calais High School student will:

- Accept responsibility for personal decisions and actions
- Achieve personal and community health and well-being

### **School Song Calais High School Alma Mater**

Far above the St. Croix Valley,  
Where the tide makes in,  
Stands our dear old Calais High School,  
Honor bound to win.  
Field or platform,  
Court or diamond,  
We will do our best.  
Hail to thee, our Alma Mater,  
Hail to CHS!!!

### **Graduation Requirements**

Every student must successfully complete a minimum of 24 credits to be eligible for graduation. Minimum requirements must include:

English — 4 credits, to include:

Computer Literacy — 1 credit

- |   |  |
|---|--|
| English 1 — grade 9                     | Computer Literacy                          |
| English 2 — grade 10                    | Word Processing                            |
| English 3 — grade 11                    | Technical Drawing & Design                 |
| English 4 — grade 12                    | Desktop Publishing                         |
|   | Telecommunications                         |
| Social Studies — 3 credits, to include: | Computer Electronics                       |
| History of Civilization — grade 9       | Computer Programming                       |
| U. S. History — grade 10                | Computer Graphics                          |
| Government — grade 12                   |  |
|   | Science — 2 credits, to include:           |
| Mathematics — 3 credits                 | Accelerated Physical Science or            |
| Math credits will also be given for     | Science & Technology — grade 9             |
| Accounting as well as the courses       | Biology — grade 10                         |
| listed under the Math Department        |  |
|   | Fine Arts — 1 credit                       |
| Physical Education — 1 credit           | The minimum of 1 credit must be earned     |
| Physical Education — grade 9            | in one of the following areas: Art, Music, |
|   | or Technical Drawing & Design              |
| Health — 1 credit, grades 10 or 11      |  |
|   | Career Preparation — 1 credit              |

Students are required to take a math class their freshman, sophomore, and junior years.

### **Horatio Alger School Award**

Calais High School is the only school in Washington County to have ever won this prestigious award. CHS won it in 1990 and again in 2000. Every year, one school per State is named an Horatio Alger School.

### **School Colors, Flag, Mat, Mascot, and History**

#### **School Colors**

The colors of Calais High School are Blue and White.

#### **School Flag**

The school flag, highlighting the symbolic Devil's trident on display in the gymnasium, was designed by Andy Johnson, class of 1992.

#### **School Mat**

The school mat, gracing the main entrance, was designed by Nathan O'Neill, class of 2008.

#### **School Mascot**

The school mascot is the Blue Devil. Visible throughout the school, the Blue Devil is most prominently displayed in the center of the gymnasium floor.

#### **School History**

Students create the history of the school. The current history is reflected in the Calais High School Hall of Fame, located in the Library Media Center corridor. The past history is recorded in the *Time Line* comprised of plaques and trophies located in the main hallway. Highlighted historical moments include the framed retired jerseys located in the business hallway.

## **Calais High School Calendar of Events 2011-2012**

September 16.....	Freshmen Welcome Dance
October 3 – 21.....	New England Common Assessment Program (NECAP) for Grades 3-8
TBA.....	Student Council Eastern Region Conference
October 11.....	Washington County High School Music Festival
October 12.....	PSATs for Sophomores and Juniors
TBA.....	Jobs for Maine’s Graduates Induction Ceremony
TBA.....	National Honor Society Induction Ceremony
November 10 – 11.....	Drama Play 7:00 p.m.
November 2.....	Fall Sports Banquet
November 4.....	Veterans’ Day Assembly (9:00—9:30 a.m.)
TBA.....	Student Council State Conference
November 18.....	Coffee House
November 19.....	United States Academic Decathlon (USAD) Eastern Region Prelim
December 8.....	Holiday Concert
January 21.....	USAD Eastern Regional Competition
February 13 – 17.....	Winter Carnival
March 1.....	Winter Sports Banquet
March 3.....	USAD State Competition
March 7 – 8.....	Drama Play 7:00 p.m.
Mar. 26 – Apr. 6.....	Maine High School Assessment Science for 3rd-Year High School
May 3.....	Spring Music Festival
May 5.....	SATs for 3rd Year High School Students
May 7 – 18.....	MEA Science for Grades 5 and 8
May 15.....	Recognition Assembly
May 10 – 11.....	Washington County Community College Graduation
May 14.....	CHS Earth Day
May 16 – 17.....	Student Council Convention – MMA at Castine
May 17 – 18.....	Drama Play 7:00 p.m.
May 19.....	Junior Prom
May 22.....	Blue & White Review @ 6:00 p.m.
May 29.....	Spring Sports Banquet @ 6:00 p.m.
June 1.....	Class Night
June 3.....	Graduation
TBA.....	School Records Day

*Dates & Times Given Above are Tentative and Subject to Change*

## Daily Schedule/School Calendar

### Blue Day (Blocks 1-4)

7:30 Bell  
 7:35 Bell  
 7:40–9:00  
 9:07  
 9:10–10:35  
 10:40–12:25  
     10:40–11:05      Lunch A  
     11:25–11:50      Lunch B  
     12:00–12:25      Lunch C  
 12:30–1:50

### White Day (Blocks 5-8)

7:30 Bell  
 7:35 Bell  
 7:40–9:00  
 9:07  
 9:10–10:35  
 10:40–12:25  
     10:40–11:05      Lunch A  
     11:25–11:50      Lunch B  
     12:00–12:25      Lunch C  
 12:30–1:50

### Alternative Schedules (*Delay, Early Release, Advisory, etc.*)

#### 60-MINUTE DELAY

8:40-9:35                      Block 1  
 9:40-10:35                  Block 2  
 10:40—Back on Regular Schedule

#### 90-MINUTE DELAY

9:10-9:50                      Block 1  
 9:55-10:35                  Block 2  
 10:40—Back on Regular Schedule

#### REGULAR EARLY RELEASE

7:40-9:00                      Block 1  
 9:00-9:10                      Break  
 9:15-10:35                    Block 2

#### EARLY RELEASE

*(Inclement Weather)*

10:30-10:50                  Lunch A  
 10:55-11:15                  Lunch B  
 11:20-11:40                  Lunch C

#### MORNING ADVISORY

7:40-8:45                      Block 1  
 8:45-8:55                      Locker Break  
 C)  
 9:00-10:05                    Block 2  
 10:10-10:40                  Advisory  
 Lunch/Blocks 3 & 4—Back on Regular Schedule

#### AFTERNOON ADVISORY

Regular Schedule until 10:35 a.m.  
 10:40-11:40                  Block 3 (Lunch  
 C)  
 10:40-11:05                  Lunch A  
 11:15-11:40                  Lunch B  
 11:45-12:10                  Lunch C  
 11:10-12:10                  Block 3 (Lunch A)  
 12:15-1:15                    Block 4  
 1:20-1:50                      Advisory

## Athletic Experiences

Athletics is a viable component of the educational experience of Calais High School students. Athletic activities provide students with invaluable opportunities to develop sportsmanship, build character, perfect teamwork, and win or lose graciously. Students may elect to try out for any or all teams; to be a team manager; or to be an avid fan. Students with three failing grades are not eligible to try out for sports.

#### Fall Sports

Cross Country	Boys & Girls
Club Cheerleading	Boys & Girls
Golf	Boys & Girls
Football	Boys & Girls
Soccer	Boys & Girls
Volleyball	Girls

#### Winter Sports

Basketball	Boys & Girls
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Cheerleading	Boys & Girls
Wrestling	Boys & Girls
Spring Sports	
Baseball	Boys
Outdoor Track	Boys & Girls
Softball	Girls
Tennis	Boys & Girls

For additional information regarding awards and championships of Calais Blue Devil Sports Teams, please refer to the Calais High School Athletic Experiences Brochure.

### **Extra Curricular Opportunities**

Calais High School students are encouraged to take advantage of the innumerable opportunities provided through the extra curricular program comprised of academic, social, and sport-related activities. Concerted effort on the part of advisors, coaches, and administration fosters student participation in multiple activities. Students are urged to explore a variety of activities during their tenure at Calais High School.

For additional information regarding the activities listed below, as well as other special events and a list of colleges and universities to which CHS students have been accepted, please see the Calais High School Extra Curricular Opportunities Brochure.

#### Activities

Band	Drama Club — <i>Blue Devil Players</i>
Book Club	Envirothon Team
Jazz Combo	Math Team
Chorus	National Honor Society*
Cadet Corp	Rock 'n Roll Band
Career Association (JMG)	Student Council
Civil Rights Team	United States Academic Decathlon Team
Domino Club	Yearbook Staff

*\*Eligibility based on weighted average grade*

### **Special Events**

Fall Open House  
 Freshmen Orientation  
 Welcome Freshmen Dance  
 Junior/Senior Prom  
 Senior Ball  
 Special Theme Dances (Super Bowl, Retro, HiLighter, etc.)  
 Technology Competitions  
 Blue & White Review  
 Mr. CHS Talent Contest  
 Science Fair  
 County & District Honors Music Festivals  
 District & State Jazz Competitions  
 District & State Drama Festivals  
 Winter Carnival Week  
 Records Day  
 Math Meets  
 Sports Events  
 USAD Competitions

## Conflict Resolution Procedure

If a parent or student wishes to discuss a concern, the following procedure should be followed. First, contact the person with whom you have a concern. If a resolution cannot be found, we encourage you to contact the building principal and finally the Superintendent of Schools. Questions related to disciplinary issues can be addressed with the assistant principal, principal, and the Superintendent of Schools in order of priority. If in doubt about the proper cause of action to take, please contact the building principal.

## Responsible Internet Use

The use of the Internet and telecommunications is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Be polite and use appropriate language. Vandalism will result in cancellation of privileges and the pursuit of appropriate disciplinary or legal action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other telecommunications systems. This includes, but is not limited to, the uploading or creation of computer viruses.

Due to harassment and supervision issues, during school hours students may not access social networks and videos over the Internet without written approval from either their teacher or administration. This includes but is not limited to IMs, Myspace, Facebook, YouTube and any noneducational games from the Internet. Email will be permitted as a communication tool as long as it is for an academic purpose. The school librarian and classroom teachers will use their best judgment in this regard. All disputes beyond that will need to be reported in writing to the assistant principal. Students that demonstrate an inability to follow the rules will not be allowed to use the Internet for five (5) school days and become subject to the school's progressive discipline policy.

## Attendance Policy

Calais High School maintains a closed campus, which means students are to remain on school premises during the school day. The only exception is prior authorization, such as senior privileges.

**Absence** — Learning that is lost due to absences or tardiness can never be adequately replaced; therefore, students' presence in and promptness to classes and other school activities are expected on a daily basis.

### **Under Maine Law, the following absences/tardies may be excused:**

1. Personal illness
2. An appointment with a health professional that must be made during the regular school day.
3. Observance of a recognized religious holiday when the observance is required during the regular school day.
4. A family emergency.
5. A planned absence for a personal or educational purpose that has been approved.

**Absences for the following reasons, among others, cannot be excused:** missed bus, trips not approved in advance, shopping, hunting/fishing, birthday, senior portraits, driver education, and gainful employment.

Parents (guardians) are asked to notify the school when their child is absent. A phone call to the office on the day of the absence is the preferred method. **Parents may call the Office directly at 454-2591.** Parents or guardians must give their child a note on the day he/she returns to school as required by Maine Law. It is the responsibility of the student to show the note at the Office. **A student has 48 hours from the time he/she returns to present parent documentation of absence.** An excused absence slip will be issued by the Office Secretary and must be shown to each assigned teacher during the day. Students will be required to make up all work and tests missed. Students are allowed two (2) makeup days for each day of excused absence. **However, all makeup work shall be completed within one (1) week after a student returns to school unless a specific alternate plan is developed due to extenuating circumstances.**

**Unexcused Absences from class** — If students misses five (5) or more days of unexcused absences from class during the semester, they may fail solely because of a high number of absences, even though they may be doing passing work in the class. Students may be denied credit for classes after five (5) unexcused absences in a semester class or ten (10) unexcused absences in a full-year class.

**Denial of Credit** — Students have a right to an appeal before the attendance committee of a denial of credit due to absences. The attendance committee includes the principal or assistant principal, guidance counselor, school nurse, and a teacher. See the assistant principal for procedure details.

**Planned Absences** — Students must pick up a Planned Absence Authorization Form from the attendance office. The parent/guardian must fill out and sign the form; the student then submits the form to each subject teacher for signature and advance class work. The completed form must be returned to the principal or assistant principal for his/her approval and signature prior to the absence. It is not the responsibility of the classroom teacher to reteach the material covered during the students' absence. All classroom work missed during a planned absence can be fully made up.

**Dismissals** — All dismissals require a parent/guardian note. Students who have medical appointments during the school day will be dismissed by the School Office. All requests for dismissal may be verified with a phone call to the appropriate party. Dismissal by phone is not recommended and will be accepted on a case by case basis by administration.

**Truancy** — Truancy is defined as absence from school without the permission of parents (guardians). Maine State School Law defines truancy as seven (7) consecutive or ten (10) days of unexcused absences during any school year. **Truancy will result in a grade of zero in each class missed for the day, and the right to make up the work will be denied.**

Compulsory attendance is essential to the preservation of the rights and liberties of the people and continued prosperity of our society and our nation.

A student is habitually truant if he/she is require to attend school or alternative instruction under Maine compulsory attendance law (20-A M.R.S.A., Section 5001-A) and he/she:

- a. has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days or unexcused absences during a school year; or
- b. is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

Parents will be notified of their child's status as habitually truant by mail from the Assistant Principal's office. At that point, they will be requested to attend a meeting to discuss the student's attendance and any factors that may be relevant to it. At that time, the parents will be requested to participate in developing and implementing a plan to assist the student in attending school regularly. If such a plan is developed and does not result in improved attendance, the student and parents will be referred to a meeting with the Superintendent of Schools under School Board Policy JEDA to discuss further action up to and including a referral to the District Attorney and the Department of Health and Human Services for truancy.

**Tardiness** — **A tardy is late arrival to class by 10 minutes or less.** Arrival to class after 10 minutes will be recorded as an absence and the student must report directly to the Main Office. Any student unexcused tardy to class will be given a teacher detention. After five (5) unexcused tardies in a semester, student will be assigned Friday School; after tardies 6 and 7 student will need to attend a meeting with parent(s) and school administration. Tardies 8 and 9 will result in an Office detention. Tardy 10 and every five thereafter will result in a Friday School. Notes for excused tardies must be turned in to the Office within 24 hours, no exceptions. A phone call from a parent or guardian can verify these circumstances. Automobile trouble and breakdowns are understandable on specific occasion. Please keep in mind that public transportation is available for all students. If public transportation is not available and there are issues, please see the Assistant Principal or Principal.

## **Homework Guidelines**

Homework is an important part of a student's education. It serves to enhance, extend and/or reinforce learning presented during the school day. Homework assignments will vary from class to class. An allotted time for home study should be part of a student's daily routine, regardless of whether specific assignments have been given. Students should realize that homework is not just written assignments but that studying is an integral part of homework. Homework serves to:

- reinforce the present day's lesson
- prepare for the next day's lesson
- reinforce acquired skills and develop study habits
- develop a sense of responsibility

At teacher discretion, after three (3) missed homework assignments each semester a student will receive a teacher detention. A student will receive a teacher detention for every missed assignment thereafter in that semester. After two (2) teacher detentions, Friday School will be assigned.

## **Student Privilege System**

**Privileges** — Special privileges (*seniors only*) allow seniors in good standing to arrive late or leave early if their study hall starts or ends the day. If study halls are scheduled at other times, seniors are required to report. **Seniors are responsible for obtaining and returning the Senior Privilege Application Form prior to securing the privilege. Seniors must apply for privileges at the beginning of the school year and once again at the beginning of second semester. Seniors taking advantage of the privilege are required to sign out in the Main Office before leaving the school grounds during the leave time. Seniors desiring to remain in school must report to the Office and obtain an admit slip to study hall or to another teacher. Seniors are reminded that these are privileges, not rights. Seniors not adhering to school rules may be in jeopardy of losing privileges. Any suspension will result in loss of privileges equal to one quarter.**

**Students with Senior Privilege are expected to be present for class meetings, senior advisories, and other events. You are responsible for keeping an eye on the schedule and for listening to the announcements.**

Senior privileges include:

1. Senior Leave (morning) — A senior may enter school **on time** for the second block of the day providing he/she has a study hall scheduled first block of the day. **Advisor/Advisee is considered a class with the same attendance requirements as any other course. Senior student should be advised that senior early release or late arrival does not exclude students from attending advisorees.**
2. Senior Leave (afternoon) — A senior may leave school at the end of the third block of the day providing he/she has a study hall scheduled for the last block of the day.
3. Senior Parking — Student parking is limited. **Seniors will be given first priority. Parking permits will be issued by the Assistant Principal upon request of the senior.**

Eligibility Requirements (*based on eight academic checkpoints per year*):

First Academic Checkpoint:

1. Student must have a minimum of 16 credits.
2. Student must be on track to graduate at the end of the current school year.

Second-Eighth Academic Checkpoint:

1. Student must have a minimum of a 78 in all academic subjects for the first quarter.
2. Student can have no Friday Schools or Suspensions from the first quarter.

Students who do not qualify for early release due to the grade requirement will be evaluated at each academic checkpoint. If the grade is 78 or more, then the senior privilege will be reinstated. Withdrawing from a class with a lower grade and picking up another class or study hall does not reinstate senior privilege. Any student with an incomplete will be restricted from senior privilege until discussing their respective situation with school administration.

## General School Policies

**Announcements** — Faculty and students who have announcements to be read are asked to turn them in to the receptionist by the close of school prior to the day the announcement is to be read. All student announcements must be pre-approved with a faculty member's signature and by school administration. Announcements will be read at the beginning of the first block. Students with senior privilege and students who are late to school are responsible for checking the announcements.

**Add/Drop Classes** — Add/Drop for courses happens during the first two weeks of each semester. Withdrawals from classes after that period will be noted on students' records as a pass or fail withdrawal depending on students' grades at that time.

**Assemblies** — All classes are to be accompanied by the teacher. Students should not take books or coats to an assembly. At the conclusion of the assembly classes will return to the classroom for books/coats and then proceed to the next class unless special instructions are provided at the assembly.

**Bathroom Privileges** — Students are permitted to use the restroom during study hall after obtaining a pass from the study hall monitor and signing the sign-in/sign-out sheet. One male and one female student may be out of the study hall on a bathroom pass at any given time. Restroom passes from classes are at the teacher's discretion and are limited to one student at a time. Students should take advantage of break time, lunch, and between classes to use the facilities.

**Before School** — At Calais High School, the cafeteria is open to students at 7:00 a.m. All students are to report to the cafeteria prior to the first block passing bell. Students may purchase breakfast. Students are to remain in the cafeteria until the dismissal bell for the first block class. **Students should not loiter in the cafeteria after the first bell rings.** Students who continue to do this will be subject to school discipline. If a student's bus is late, student(s) can make arrangements with cafeteria staff to eat at the 9:00 a.m. break. Breakfast will stop being served at 7:20 a.m.

**Busing Discipline Procedure** — The Calais School Committee currently holds a contract with First Student to provide transportation for Calais students. First Student publishes their expectations and guidelines annually for all students who ride First Student's buses. As a general rule, bus drivers handle individual discipline on their buses by communications with the individual child, seat assignments, parent notification and written reports in accordance with First Student guidelines and in cooperation with the area First Student manager at the Calais First Student Bus Garage. It is the practice, however, for First Student and school administration to work together on the relatively few occasions where serious safety issues and major consequences are involved.

**Standard First Student Procedure** — When the bus driver can no longer handle a problem, the bus driver will complete a School Bus Incident report and turn it in to the office at First Student. The report is investigated by talking to all individuals who are mentioned in the report. Also, any individual brought up during the investigation are also spoken with. A decision is made as to who is disciplined and the type of discipline, with a copy of the report sent to everyone involved and a copy to those who have a need to know.

### **First Student's Routine Sequence of Disciplinary Action:**

1. Counseling/Verbal
2. Written/Final Written
3. Suspension Sequence:
  - a. 3 Days — Third Offense (Minor Infraction)
  - b. 10 Days — Fighting (Could be First Offense)
  - c. 30 Days — Illegal Substances (First Offense)
  - d. Repeated/Habitual Offenses can result in permanent suspension of bus privileges for the school year.
  - e. Permanent Suspension — Firearms

An individual can face a suspension on the first incident. An individual is facing a suspension on the third incident. Each case is considered on its own merit and on the degree of involvement by the individual. Parents, bus driver, caseworker, administrator, etc. may be involved in the case so that an appropriate decision can be made in the best interest of safety with consideration for the individual's educational needs. The primary responsibility for First Student, however, is to ensure safe and reliable transportation for all students who ride the First Student buses.

**Cafeteria** — Inappropriate behavior in the cafeteria (throwing objects, not taking care of one's leftovers) will result in disciplinary actions.

**Class Credit** — One-half credits are **not** awarded for core classes.

**Public Complaints Regarding School Personnel** — Calais High School believes in the fundamental principle that the schools exist primarily for the students. Consistent with that principle, complaints concerning school personnel should be viewed as an opportunity for parents and school officials to work together to resolve issues of concern in a manner that is both responsive and responsible.

Any person having a school-related complaint concerning any school department employee is encouraged to meet directly with that employee to resolve the complaint, the person can request a conference with the Principal to discuss the complaint. The Principal or his/her designee will then be responsible for investigating the complaint and for communicating with the person making the complaint to the extent practicable within five school days of its receipt. Persons making such complaints will be encouraged but will not be required to put them in writing. A written record of complaints about school personnel will be maintained by the Principal and copied to the employee.

If the Principal or his/her designee is unable to effect a satisfactory resolution of a complaint, he/she will inform the Superintendent in writing. If the person bringing the complaint is not satisfied with the resolution, he/she can appeal in writing to the Superintendent.

**Corridor Courtesy** — Pass through the corridors quietly. Be considerate of others in the halls and classrooms. Pushing and shoving will only lead to injury of a fellow student. Discard trash in the containers provided. Leave the school building at the close of school unless under the supervision of a teacher for makeup, student activity, teacher detention, or office detention. Since all teachers schedule makeup sessions throughout the school week, it is critical that the hallways are kept quiet after school hours as well as during the school day. High school students are not allowed in the middle school corridor. Students should not be looking in the windows of other classes or trying to be disruptive in any way.

**Corridor Pass** — Calais High School has a sign-in/sign-out sheet in conjunction with a pass system. It is the student's responsibility to obtain a signed pass and to correctly fill out the sign-in/sign-out sheet before leaving the classroom.

**Couples' Behavior** — Public display of affection (physical contact that constitutes display of affection between couples) is unacceptable at Calais High School. After an initial warning, students who continue to engage in public displays of affection will need to serve an after-school detention and will be subject to the school's progressive discipline policy.

**Dance Guidelines** — All school rules and regulations are in effect, including dress code. Students must be in attendance during the school day to be eligible to attend the evening dance. Arrangements must be made ahead of time for guests to attend. All guests must be under 21 years of age. Participants must have transportation available at 10 p.m. or the scheduled ending of the dance. No student will be permitted to re-enter the building once he/she has left the building. School dances are a privilege; administration reserves the right to prohibit students from attending dances, including prom.

**Prom** — All dance guidelines above apply to the prom. In addition, a member of the school administration must meet all guest participants who are not currently enrolled at Calais High School.

**Detention** — Transportation, student employment, participation in co-curricular activities, etc. are not valid reasons for missing detention. Administrators are always willing to speak with an employer so he or she is made aware of this school commitment.

Detention is given to students by individual teachers and the administrators when students fail to meet their school obligations. Detention given to a student by a teacher must be served with that teacher in his/her room between 1:55-2:20 p.m. Office detention will be held on Tuesday, Thursday, and Friday from 1:55 to 2:55 p.m. Administration reserves the right to schedule office detention on other days based on special circumstances. Students are responsible for bringing work and reading materials. Students will be given a 24-hour notice for both teacher and office detentions. Students will be expected to serve the entire detention on the day it is assigned. Teacher detention should be taken care of prior to office detention. Detentions take precedence over all extracurricular activities. In case of a school cancellation, students will be required to serve detention on the next scheduled detention date.

For detention attendance, the following rules apply to all students:

1. Students must come prepared with school work and/or reading or they will not be admitted.
2. Students must remain seated and quiet unless directed otherwise by the teacher.
3. No electronic devices or food are allowed.
4. No talking.
5. Students should go to the bathroom before coming to detention and will be given passes to the lavatory only in case of necessity. Time missed by going to the lavatory must be added and served that day.
6. Students who misbehave will be given one warning. Upon a second time being spoken to, the student will be required to leave detention and will be subject to disciplinary consequences.
7. Students must be in the detention classroom by 1:55 p.m.
8. Students may leave detention to go to the bathroom with the permission of the monitor, but the time will be added to the detention.

If an emergency arises, the student must request a postponement through his/her Assistant Principal prior to the time detention begins. After consultation with the parent, a postponement may be granted at the discretion of the Assistant Principal.

Late bus transportation is available, Monday through Thursday, at 3:00 p.m.

Please note that, as a rule, parents will not be notified of teacher and/or office detentions.

**Failure to serve an assigned office detention will result in two office detentions. A student asked to leave detention will be given a makeup detention and a Friday School. A student reporting to detention with nothing to work on or to read or not attending detention will be asked to leave and two office detentions will be assigned.** (*See also Office Detentions and Friday School.*)

**Dress Code** — The Calais High School administration recognizes that the primary responsibility for the dress and appearance of students rests with the individual students and their parents/guardians. Dress choices of students should not create a disruptive influence on the educational setting or affect the health or safety of others. The determination of what is or is not disruptive is an Administrative decision.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of Calais schools to provide a safe, healthy and nondiscriminatory environment for education students for maximum academic and social development, the following restrictions on dress shall be enforced:

- A. All clothing will be free of language or images that a reasonable person would consider sexually indecent or harassing.
- B. All clothing will be free of language or images that promote things that are illegal for students to use. Gang or gang-like insignia and/or paraphernalia is prohibited. Administrative discretion will be used to determine this.

- C. All clothing worn should present no safety hazard to the wearer or be destructive of school property.
- D. Tank top straps are required to be one (1) inch wide. If they are less, a shirt will be required underneath.
- E. Writing on body, hands, and feet is not permissible.
- F. Clothing may not be revealing (for example, tops that reveal the midriff or cleavage; clothing that exposes underwear or private body parts; revealing rips and tears; and skirts and any shorts worn that are less than mid-thigh length).
- G. Hats, hoods, visors, and bandanas in any form may not be worn in school buildings.
- H. Heelys and other shoes with wheels/roller-type devices are prohibited in the school building.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, or who work with or around machines or other activities.

Students who are not appropriately dressed will be asked to change. If deemed necessary, additional clothing will need to be brought from home. A student who violates the dress code after being warned shall be disciplined. Discipline is progressive.

The dress code is designed to create and maintain a learning environment. It is not a commentary on the taste, style, or parents' style of dress. Many people may dress differently outside of the school; that is fine, but these are the school's expectations.

**Electronic Devices** — The Calais School Department believes that students learn best in classrooms free of unnecessary disruptions. Devices that may interrupt the teacher and other students have no place in the classroom. **Electronic devices shall not be used inside school buildings during the school day.** Examples of such articles include, but are not limited to, the following: pagers, cellular telephones, laser pointers, camera devices, and other electronic devices:

- A. Electronic devices may not be used in any unethical or illegal manner.
- B. Camera devices may not be used to photograph another person who has a reasonable expectation of privacy.
- C. Electronic devices may not be used in a way that would violate another person's copyright.
- D. Electronic devices may not be used to harass, intimidate, or bully another person or to invade another person's privacy.
- E. Camera devices may not be used in any locker room, restroom, or any other place where other people have a reasonable expectation of privacy.
- F. Students may not bring laptops or other personal computers to school without written permission from a parent, teacher, and administrator prior to the event.

When it has been established that a student has failed to follow the above stated guidelines, the school may take any or all of the following actions.

- A. The teacher may give a warning to the student to put the electronic device in a locker, backpack/purse, or other secured location during the regular school day.
- B. The teacher may confiscate the device and release it to the student at the end of the regular school day.
- C. The principal or designee may confiscate the device and release it only to a parent/guardian. At the discretion of the principal or principal's designee, the student may be prohibited from possessing a personal electronic device on school property or at any school-sponsored activity for such period of time as the principal or designee deems reasonable.

- D. The student will be subject to disciplinary consequences up to and including expulsion. Where appropriate, police authorities may be contacted.

Use of beepers/pagers, headphones, cell phones, walkmans, iPods, MP3 or DVD players, etc. is not permitted during school hours. They may not be visible and they must be turned off. They will be confiscated if there are infractions. Repeated offenses may result in further disciplinary action.

Listed below is the progressive discipline process for unauthorized electronic device usage.

Consequence:

- 1) First offense reported to the office, students are warned, electronic device is turned into the office and will be returned to the student, upon request, at the end of the school day.
- 2) Second offense, student's electronic device is confiscated and turned into the office. The student earns a one-hour detention after school and the office retains the electronic device for five (5) school days.
- 3) Third offense, the student's electronic device is confiscated and turned into the office. The student earns a Friday school and the office retains the electronic device for ten (10) school days.
- 4) Fourth offense, a parent meeting with student and administration; an action plan is developed; consequence same as third offense.
- 5) Fifth Offense, suspension—progressive discipline.

Since the electronic devices are the property of the parents/guardians, the owners of the electronic device in question can always come to the office and receive their property. We only ask that the student not receive the electronic device back until the end of his/her school consequence.

Electronic devices can be very disruptive to the learning environment. Please understand that students are permitted to have these devices on before and after school. Only during school hours are they required to be off and out of sight.

**Emergency Building Evacuation/Fire Drill** — In the event of an emergency, our school may be evacuated until the authorities determine it is safe to return. Depending upon weather, level of threat, or time needed, staff and students will remain outside the school or go to another designated area off site. School busses will be used in some cases.

Students have some responsibilities:

1. Leave the building immediately. Remain with their teacher. Report in to their teacher once outside and in a designated area.
2. Follow exactly all directives of staff members.
3. Do not leave the class group.
4. Under no circumstances will students use their own vehicles or leave school grounds without permission. School officials are required to account for all students at all times during the emergency. During lengthy times of evacuation, students may be asked to participate in class activities while waiting. Students should consider the time of evacuation as class time and may be expected to engage in academic work.

Each room has posted instructions for evacuation procedure for that area. The students should be familiar with the procedure. During the year, practice drills will occur to assure familiarity with the procedure.

**Emergency Protocol for Accident or Illness** — Report to the Assistant Principal/Principal via the Main Office any instance of ill or injured student. The office will contact the nurse. Take ill/injured student directly to the nurse if nearby and appropriate. Do not leave an ill/injured student unattended. Send an ill/injured student to nurse or office only with an attendant, or the nurse will come to the student as the situation dictates.

**Field Trips** — Students missing classes because of field trips are responsible for turning in their homework papers **PRIOR** to the field trip and are responsible for obtaining the next day's assignments. Students must return

to the teacher a form verifying parental/guardian permission to participate in field trips. Also, please review Section F of Electronic Devices (page 16).

**Food and Beverages** — All food and beverages are to be consumed in the cafeteria. Bottled water only is acceptable during classtime or outside the cafeteria. Please assist us with your cooperation. Repeat offenders will be subject to the school's progressive discipline system.

**Friday School** — Friday school takes place from 2:00 until 5:30 p.m. on assigned Fridays during the school year. The same rules as the detention period apply. Students are not allowed to talk, eat, or sleep. No headphones, cell phones, or music devices may be used. Students are not allowed to come in late or leave early. Getting sent out of Friday School will result in two Friday Detentions and/or out-of-school suspension may occur.

Please keep in mind that we are simply trying to provide a high level of structure and help maintain an environment that is conducive to learning. We want all students to work toward their highest potential. Taking care of the little things and the details will go a long way in helping you get to that point. Following these simple rules will create a better social and learning environment for everyone.

**Graduation Speakers** — Class ranking that determines the speaking parts for graduation will be completed at the closing of grades at the end of the third quarter.

**Guidance Office** — Your school guidance counselor can help you understand and learn more about yourself and can provide assistance particularly in the following areas:

- explaining and interpreting your test scores.
- planning your high school program.
- finding information about college, vocational skills, talents, and interests.
- understanding the qualifications for occupations which interest you.
- assisting you with personal difficulties that make school problematic for you.
- arranging parent/teacher guidance meetings

Students are encouraged to use before or after school times to visit with the Guidance Department. You should not go to the Guidance Office during a regular class unless it is an emergency or you are requested to do so by the Guidance Counselor. In situations which are extremely important or urgent, you should contact school guidance right away.

*Special Services* — Special services offered to high school students include speech, special education, and any referral services, which might be needed as indicated by evaluations. Low grades sometimes indicate special learning problems. Parents, teachers, or guidance counselors may request the Special Services Director to evaluate the student. A conference will be held as a follow-up to determine how students can best be helped.

*Testing Programs* — The following tests are administered during the school year at different locations in Washington County. Your guidance counselor can assist you with the timelines and necessary applications:

- Armed Service Vocational Aptitude Battery (ASVAB) to juniors on a voluntary basis.
- State of Maine Assessment to **all** juniors in the Spring (SAT)
- PSAT (required for freshmen, sophomores, and juniors)
- SAT (required for juniors; optional for seniors)
- Advanced Placement
- Achievement Tests
- ACT

Students that interrupt state/federal testing will be suspended from school for a minimum of three school days. Students will also have to make up the testing at a time of the school's discretion.

*Student Schedules* — All students must be enrolled in a minimum of six (6) classes. Student's parents, and/or professional members of the school staff may initiate schedule change procedures. The guidance

counselor and student's parent or legal guardian must approve changes. Any schedule changes must go through the Guidance Department Office and must follow documentation procedures published clearly by the Guidance Department. School administration must approve the schedule change before it goes into effect.

*ADD/DROP* — Add/drop period for each semester concludes at the close of the second week of classes. Students seeking to add/drop after this period must have the Principal's approval. Routinely there are a number of minor schedule conflicts and issues that can be corrected fairly quickly. Overall, however, the scheduling process is very important. The scheduling process begins with students receiving placement recommendations from current teachers in English, Mathematics, and Science.

Aside from minor changes or schedule conflicts to be resolved, individual student programs selected by the end of the prior school year after careful study and consultation should eliminate the need for major schedule changes. The high school guidance office and school administration staff determine the number of class sections, teacher assignments, textbook and supply orders based on this careful process. In the event a change is needed, however, it is important that you consult your current teachers, your Guidance Counselor and your parents to ensure that you do wind up with the courses and program that really is best for you. In this instance, don't hesitate to contact your guidance counselor.

*Grading & Reporting* — Your grades are your responsibility. If you have questions concerning your grades or if you are unsure that you have passed in all required work, discuss it with your teacher first. Arrange a visit with your guidance counselor if you have questions about your program, course level, etc. Specific complaints/concerns pertaining to faculty members are to be discussed with the principal.

*Report Cards* — Report cards are issued quarterly. The high honor and honor rolls will be based on an average grade of all classes on a student's course schedule. To achieve high honor status student average must be in the range of 93 to 100 with no C's; honor status range is 85 to 92 and student may have one C grade.

Class rank is based on a weighted grading system of course difficulty. Further information on this may be obtained from the principal or guidance counselor.

*HONORS Reception* — The Calais School Committee sponsors a reception for students (and their parents) who attain the highly respected honor roll status in each of the first three ranking periods in a given school year. We recognize the value of the hard-working student who achieves high academic status. Hard work, consistent performance, and the development of a range of academic, learning and research skills during the high school years are important to post secondary school success.

*Special Reports* — It is our custom to issue a progress report at the midterm of each ranking period. Our purpose is to communicate to the student and the parents either improvement or need for improvement. These reports indicate progress to the halfway point. The quality of work in the last half of the quarter may raise or lower the grade. We realize there may be unforeseen circumstances where students may fail even though parents have received no warning, but we also recognize this as a rare and unusual circumstance.

If parents receive a progress report stating that their child needs to improve, they are encouraged to call the teacher. If several teachers are involved, call the guidance office and the guidance department will arrange a meeting with all the teachers involved.

*Semester Exams* — Examinations will be given at the completion of the semester. These examination grades will be listed separately on the rank cards and count 20% of the semester grade. Schedules for exams will be announced during the year.

*Extra Help* — Students may receive help from teachers before school, study halls (if teacher is free), or after school. Teachers are available after school, except Friday, for those students who need additional help. Students should make arrangements with teachers **prior** to getting extra help.

*Homework* — The grade you receive for homework assignments constitutes a significant part of your total grade. Failure to complete and pass in homework assignments will lower your final grade, and can even cause you to fail.

**Incomplete Grades** — Students are allowed ten (10) school days to make up work when issued an incomplete grade, unless other arrangements are approved by administration and the respective teacher.

**Insurance** — Students participating in sports, physical education, labs (science, shop) are expected to have either family or school insurance. School insurance forms will be made available to students.

**Library Media Center** — The mission of the Library Media Center is to develop independent library and research users who are able to select, evaluate, and enjoy a variety of media for their informational and recreational needs as well as for their personal growth.

*Student Access* — The Library Media Center is open for student use from the beginning of first block to 2:20 p.m. Monday through Thursday and until 1:50 p.m. on Fridays. Students may come to the Media Center from study hall with a pass, from class with a research pass, or from lunch with a pre-approved signed pass from a teacher. (This is designed to assist those students who do not have a study hall.) Students are expected to go directly from study hall, class or lunch to the Media Center and directly back to study hall, class or lunch from the Media Center.

*Student Expectations* — Students are expected to:

- come to the Library Media Center with an academic purpose (research, study, writing, book selection, and/or silent reading).
- work quietly. (Library seating is two per round or square table and four per rectangular table. Computer seating is one per computer.)
- ask for assistance. The Library Media Center specialist is available to assist students with academic assignments.
- adhere to school rules. (In general terms, work quietly, act politely, refrain from bringing food and beverage, keep cell phones turned off, use only headphones provided by the Center, and comply with the dress code.)
- bring all necessary materials with you. Procure locker, bathroom and other passes prior to coming to the Media Center.
- sign in and out with the library media specialist. (A clipboard sign-in/sign-out sheet is provided.)
- have the library media specialist sign your pass prior to leaving the Center.

*Student Expectations for Library Media Center Computer Lab* — Students are expected to:

- return the telecommunications form (Internet Permission) signed by the student and the parent/guardian to the Main Office/Library Media Center.
- sign in and out with the library media specialist. One student per computer. (A clipboard sign-in/sign-out sheet is provided.)
- access the computers and Internet for academic purposes only.
- print only those items needed to assist in the completion of academic pursuits.
- maximize the use of the specifically setup computers. Desktop labels, backgrounds, screensavers, etc., have purposes. Changing these items is an inconvenience to everyone.
- use the headphones provided by the Library Media Center.

Note: A student who is on probation or ineligible based on the athletic extra-curricular eligibility policy will not be allowed to enter the Library Media Center Computer Lab during the school day without a teacher or administrator pass.

**Lockers** — Each student will have the option to sign out a locker from his/her advisor. If a student chooses to do so, he/she will become responsible for the lock, locker and the locker's contents. Students who do not properly clean and maintain their lockers risk losing the privilege of having one. Students are expected to keep lockers locked at all times; multiple offenses will result in progressive discipline.

A five-dollar (\$5) replacement fee will be charged to any student not returning his/her lock at the end of the school year. Damage to the locker and/or any associated cleaning fees beyond normal wear and tear will be assessed and charged on a case-to-case basis. Students not taking responsibility for their lockers will not have one issued the next year. Having a locker is a privilege, not a right.

**Students are reminded that school lockers are school property and may be searched at any time.**

Each student will be assigned a locker for the deposit of books, projects, coats, etc. However, it is strongly recommended that students do not leave money, wallets, purses, or other items of value in them. Do not switch from your assigned locker. You are responsible for keeping your locker clean and in good mechanical condition. The lockers are school property, and the school reserves the right to inspect student lockers at any time. Do not let other students use your locker. You are responsible for any damage to and anything that is in your locker.

**Lost and Found** — Any article found should be returned to the owner, or, if the owner is unknown, turned in at the Maine Office. Articles found will be kept only thirty (30) days. Lost and found items are kept in the Main Office. Rule of thumb, take care of your possessions.

**Lost Books** — It is the students' responsibility to see that textbooks and other materials issued to them are returned in a condition consistent with the way they were received. Students are expected to pay for lost and damaged materials, before a diploma is awarded. Administration also reserves the right to issue detention for lost school property. Report cards will not be issued until detentions are cleared up.

**No School** — Announcements for school cancellations and delayed openings will be made over the local radio and television stations by 6:00 a.m. Do not call the school, radio, or television stations. Refer to page 8 of this booklet for the delay schedules.

**Office Detention**— Office detention will take place every Tuesday, Thursday, or Friday from 1:55 until 2:55 p.m. Students must report immediately to the assigned detention room. Students that are late will be assigned two office detentions. Students that show up with nothing to do will also be assigned two office detentions. It is important that you remember these rules and expectations. There are absolutely no head phones or cell phones allowed in detention. Students are not allowed to sleep. Any student asked to leave detention will be assigned a make-up detention and a Friday School. Also, remember that work is not an excuse for missing disciplinary consequences such as detention or Friday School.

**Passes** — Students are expected to take books, notebooks, pens, pencils, and completed assignments to class. Students are not allowed to leave class unless they have a pass signed by the teacher of the class they are attending. The study hall monitor will honor pre-signed passes from the Library Media Center, Guidance Office, School Health Center, or a specific teacher. Academic trips out of study hall should be preplanned. Students should already have a pass from the teacher they wish to visit.

**Poster Policy** — All posters, flyers, or announcements to be displayed anywhere in the building, including bulletin boards, must be approved by an administrator. Do not attach them to painted walls, varnished surfaces, or any other surface that will be marred by masking tape. Do not use paste, cellophane tape, or thumb tacks. The front foyer shall not be used to display any notices or posters. It is understood that all signs posted will be taken down after a reasonable length of time. Bulletin boards are strategically placed throughout the school.

**Rights and Privacy Act** — Pupil records are collected and maintained to promote the instruction, guidance, and educational progress of the pupil and for legitimate education research.

Parents or eligible students (age 18 years or older) are entitled to certain rights and protection under the Family Education Rights and Privacy Act. A complete copy of Calais schools student record policy may be obtained by contacting the school.

In accordance with the Family Educational Rights and Privacy Act of 1974, the Calais School Department wants to inform parents and eligible students that directory information will periodically be released for publication. It may include: the student's name, date of birth, area of study, participation in sports and activities, weight and height for athletic team members, dates of attendance, photographs, and name of school the student is attending.

It is our intention that this directory information be released only for school-related functions (i.e. athletic functions, activities, clubs, honor rolls, yearbooks, etc.). The purpose of this will be to provide our students with appropriate recognition.

Parents of Calais High School students have the right to know the professional qualifications of their child(ren)'s teacher(s).

**School grounds, school buildings and school lockers are public facilities and as such are subject to announced and/or unannounced searches on a random basis at any time.**

**Membership in (all student members of) all co-curricular organizations, clubs, athletic teams, etc., are by school district policy subject to random drug testing at any time.**

**School Health Center** — There is a school nurse on duty every morning from 7:30-11:00 a.m. to evaluate minor health problems, provide referrals and administer necessary medications. Students requiring medication during school hours will need medication forms returned and prescriptions provided in original pharmacy containers. All medications, both prescription and nonprescription (including aspirin and Tylenol, etc.), must be administered by direction of the school nurse. Student must not be in possession of medication at school, at school activities, or on school grounds at any time. *All medications must be immediately turned in to the school nurse for administration and storage.*

A full-service School-Based Health Center is available for students who enroll with the Center. Students must have parent consent forms completed annually. Full medical care, counseling services and biannual dental clinics are available at minimal or no cost.

**Skateboarding** — Skateboarding is not permitted on school property at any time.

**Sports** — Students with three failing grades are not eligible to try out for sports.

**Student Record Rights** — The Family Educational Rights and Privacy Act guarantees that parents and students 18 years or older may see, review, and ask any questions about their own or their child's records. Please feel free to call your school or the superintendent's office.

Pupil records are collected and maintained to promote the instruction, guidance, and educational progress of the pupil and for legitimate educational research.

Parents or eligible students (age 18 years or older) are entitled to certain rights and protection under the Family Education Rights and Privacy Act. A complete copy of Calais schools' student record policy may be obtained by contacting the school.

**Student Use of Telephones** — Students may use the office phone with permission. Student cell phones must be turned off and not visible during the school day. In the case of an emergency, parents may leave a message in the Main Office. Please review personal electronics portion of the student handbook (pages 16 and 17).

**Study Halls** — All classroom/school rules apply to study hall. Students are expected to bring necessary school materials, such as pens, pencils, books, notebooks, and assignments with them. Students should come prepared to:

-study for tests and quizzes  
-review materials for class

-complete homework assignments  
-read silently

-obtain permission to use the Library Media Center and/or computer lab for research, study, writing, book selection, silent reading, etc.

Like your classes, study halls run for a full eighty-minute period here at Calais High School. This is a very long period of time. The expectation is that each student will use his or her time wisely during the study hall period. The study hall is not a break from the rest of your day or a socialization period. If you do not have any work to do, then you should spend your time studying and/or reading material that will help you succeed in your classes. It is a good idea to have a book in your locker or your backpack for times that your work has been completed. Students arriving at study hall with nothing to work on will receive an office detention. Students are not allowed to sleep or use headphones. If you find yourself bored or consistently have everything done, you might consider picking up another class. There are many interesting electives and other classes that may be of interest to you. All we ask is that you put forth your best effort and take advantage of the study hall period. There are other people trying to learn just like you . . . be aware that one's behavior can impact an entire group.

**Tardy to Class, Unexcused** — A tardy is late arrival to class by 10 minutes or less. Any arrival to class after 10 minutes, student must report to main office. Any student unexcused tardy to class will be given a teacher detention. After five (5) unexcused tardies in a semester, student will be assigned Friday School. Tardies 6, 7, 8 and 9 will result in an Office detention. Tardy 10 and every five thereafter will result in a Friday School.

**Textbooks** — Textbooks are provided by the school, and textbooks are costly. Students are responsible for maintaining the condition of their books throughout the school year. All hard-covered textbooks must be covered.

**Non-Return of Textbooks, Equipment, Supplies, Etc.** — The high school provides students with books, athletic uniforms and gear, safety goggles and equipment, in numerous courses and programs. It is the student's responsibility to return all school materials to the teacher in charge at the end of each course, athletic season, or program. Failure to return school material will lead to the non-issuing of further material until the outstanding material is either returned or paid for. If textbooks are lost or damaged, the school reserves the right to withhold grades and transcripts until an appropriate reimbursement plan is established. Seniors must have all their school material returned by the last day of senior classes. Seniors will not be allowed to participate in graduation ceremonies until all obligations have been met.

**Valuables** — Valuables and large sums of money beyond what is needed for lunch and the day's school activities must not be brought to school. Personal items are to be kept in locked lockers when not on your person. The school is not liable for lost or stolen items.

**Visitations** — Students from other schools may attend classes with you if they are not incurring an absence in their school AND they are considering a transfer to Calais High School. Prior to bringing a guest to school, a student must obtain and complete the **Student Visitor Form** from the office. After completing the form, turning it in to the office for office approval, a student must register the guest in the main office on the day of the visit. The **Student Visitor Form** must be completed, returned, and approved by the administration at least 48 hours prior to the visitation. Exceptions may be made with permission of the principal only.

## Other School Policies

A copy of each of the following policies is on file in Calais High School's Main Office and in the Library Media Center.

- Allegation of Physical and/or Sexual Abuse
- Drug and Alcohol
- Harassment
- Harassment and Violence (Code: ACH)
- Hazing

Non-Sexist Language  
Sexual Harassment—Student Complaint Process  
Special Education Referral Policy  
Student to Student Harassment

## Student Discipline

**Expectations** — Calais High School students will:

1. Respect and be considerate of the rights and responsibilities of others and ourselves.
2. Respect and be considerate of our property and that of others.
3. Follow our class schedule and be on time.
4. Follow rules of specific areas.
5. Carry a pass to be in the hall.

These rules and policies 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.

**Teacher Detention** — 1:55-2:20 p.m. in teacher's own room. Failure to serve a teacher detention will result in an office detention assignment as well as being required to make up the teacher detention.

**Office Detention** — Every Tuesday, Thursday, and Friday from 1:55-2:55 p.m. in an assigned classroom. Administration reserves the right to assign office detention on other days depending on the specific case. Failure to serve the detention will result in two office detentions. Students not reporting to detention with academic work and/or reading material will also be assigned two office detentions. Students sent out of office detention will be assigned a make-up office detention and a Friday School. Students may be allowed to leave detention for bathroom emergencies; however, the missed time will be added to the detention.

**Friday School** — 2:00-5:30 p.m. on Friday after school. It is a supervised study session in an assigned classroom. Failure to serve a Friday School detention will result in two Friday Schools. Students sent out of Friday School will be assigned two Friday Schools and a possible suspension from school. Parents will be notified in writing and whenever possible by phone.

**Suspension** — May be used as a disciplinary measure when other means of correcting misconduct have failed or in instances of gross misbehavior that threatens the safety of others or violates the rules of conduct set forth by the school committee. Suspended students are not allowed on school property or at school functions. All co-curricular activities are off limits for the period of the suspension.

An administrator may suspend a student for up to ten (10) days for violation of school committee policies and/or rules governing the operation of the school.

Prior to suspending a student, the administration will:

1. Inform the student of the charge(s) and the basis thereof.
2. Provide the student with the opportunity to present his/her side of the story.
3. Contact the student's parent(s) or guardian(s) informing them of the reasons for the suspension either orally or in writing.
4. Notify the Superintendent of Schools in writing. Should a special education student be suspended in excess of ten (10) accumulated days, he or she will need a new Individual Evaluation Plan (I.E.P.), and a Pupil Evaluation Team meeting will be scheduled within one week to consider the appropriateness of the student's I.E.P.

After suspension, the student, accompanied by a parent or guardian, **must meet with the Administration** and a formal behavior contract may be developed and signed by all parties. Further suspensions may result in a referral to the Superintendent of School **for possible expulsion from Calais High School.**

A suspended student may, under certain conditions and by permission of the principal only, return during the suspension period to get assignments. This must be done after 2:30 p.m. Students should take all books and materials home with them as they depart school after a suspension occurs. Students must complete during his/her suspension all work assigned. It is the suspended student's responsibility to pass in work by the assigned due date. Arrangements must be made by the student to see that all pre-suspension assigned work is passed in on the due date.

**Students who receive an out-of-school or an in-school suspension may not participate in any extra curricular activities for that day or the duration of the suspension period.**

**Cheating** — Cheating is inexcusable. The first offense and subsequent offenses will warrant a zero on that particular quiz, test or homework; notification to the parents; and loss of privileges. Calais High School expects its students to maintain a high degree of honesty and integrity in all academic and co-curricular pursuits. **Plagiarism** is a form of cheating. (See also *Plagiarism* in this section of the handbook.)

**Destruction of School Property** — Any student who has abused or destroyed school property will be required to pay for the damage and suffer major discipline consequences. Students cannot graduate from Calais High School without settling all material or financial obligations. Help take care of your school materials by keeping your locker secured at all times.

**Fighting** — Fighting is unacceptable at any time. The first offense results in a 3-day suspension with parental contact and meeting with Administrator. The incident may be documented with the Calais Police Department.

**Graduation Ceremonies** — The school recognized the major importance of participating in graduation activities. We also realize that meeting obligations is as important. Therefore, prior to allowing seniors to march, the following responsibilities must be met (before distribution of caps and gowns):

- all academic obligations
- all school materials, including textbooks and library property must be returned or paid for
- disciplinary consequences, including completing detention hours and fulfillment of suspension time
- all financial obligations

Students who wish to participate in the ceremony are required to attend all graduation practices unless excused by the senior class advisor. The senior class advisor will determine appropriate graduation attire.

In order to receive a high school diploma and participate in graduation ceremonies and activities, a student must have successfully met all of the graduation requirements including having accumulated all required academic course points/credits.

**Harassment Policy** — The Calais School Committee recognizes the right of each school community member (i.e. employees, students, volunteers) to work in an atmosphere that is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere, school community members are not to engage in harassment. Acts of harassment based upon race, color, national or ethnic origin, religion, sex, sexual orientation, marital status, age, or disability are a violation of this policy and may constitute illegal discrimination under state and federal laws.

**Violations should be reported immediately to the teacher or administrator.** Examples of prohibited harassment as determined by context, circumstances, and frequency include:

- A. Unwelcome sexual advances, gestures, comments, or contact
- B. Threats

- C. Offensive jokes
- D. Ridicule, slurs, derogatory action or remarks
- E. Basing educational/employment decisions on practices of submission to harassment.

Sexual harassment is the attempt to control, influence, or affect the career or educational program of an individual in exchange for sexual favors. Sexual harassment can also be conduct that creates a hostile or offensive environment or unreasonably interferes with a person's ability to perform his or her job, program of instruction, or function as a member of the school community.

**Plagiarism** — (See also *Cheating*) According to Merriam Webster Online, plagiarism is defined as “stealing and passing off [the ideas or words of another] as one's own; the use [of another's production] without crediting the source; literary theft” (“plagiarizing”). Plagiarism also occurs when a student:

- fails to cite without quotation marks the written words or symbols of another author;
- fails to document the author and sources of material (including materials obtained through electronic media) used in composition;
- fails to cite research materials in a bibliography or works cited page;
- fails to name a person quoted in an oral report;
- fails to cite an author whose works are paraphrased or summarized;
- fails to cite an author's ideas;
- presents another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, or other projects;
- copies or paraphrases ideas from literary criticism or study aids, including CliffNotes or SparkNotes, without documentation;
- purchases a paper from an Internet site or an individual and claims the work as one's own;
- cuts and pastes sections of text from Internet sites or online research sites;
- commits any other action intended to obtain credit for work which is not one's own.

In order to uphold academic integrity, students are to avoid all forms of plagiarism, the submission of work which includes the words, ideas, or data of others without acknowledgment of the source of such information. Consequences will be determined by the teacher, after due process, and may include failure for the course and/or the assessment.

Students will be taught how to correctly cite sources during Freshman English classes and library orientation. If students still have questions about plagiarism or how to correctly cite from their resources, they should ask the teacher who issued the assignment.

The following information (with the exception of “Borrowing Structure”) was taken from The Indiana University Bloomington Writing Tutorial Services Website (<http://www.indiana.edu>).

**What is Plagiarism and Why is it Important?**

In our studies, we are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

You are plagiarizing if you do not give credit when using

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- paraphrase of another person's spoken or written words.

**How Can Students Avoid Plagiarism?**

Give credit! Cite your sources when using someone else's words or ideas.

**When You Do and Do Not Need to Give Credit**

You need not cite everything, however. You must cite your use of other people's words (quotations) or ideas (interpretations, theories, research, analysis, or organization). However, there is no need to cite information that is common knowledge.

**Common knowledge:** facts that can be found in numerous places and are likely to be known by a lot of people. Example: John F. Kennedy was elected President of the United States in 1960. This is generally known information. **You do not need to document this fact.**

**Interpretation:** someone's analysis or belief about the facts.

However, you must document facts that are not generally known and ideas that interpret facts. Example: According to the American Family Leave Coalition's new book, *Family Issues and Congress*, President Bush's relationship with Congress has hindered family leave legislation (6). The idea that "Bush's relationship with Congress has hindered family leave legislation" is not a fact but an *interpretation*, **consequently, you need to cite your source.**

**Quotation:** using someone's words. When you quote, place the passage you are using in quotation marks, and document the source according to a standard documentation style. Example: According to Peter S. Pritchard in *USA Today*, "Public schools need reform but they're irreplaceable in teaching all the nation's young" (14).

**Paraphrase:** using someone's ideas, but putting them in your own words. This is probably the skill you will use most when incorporating sources into your writing. Although you use your own words to paraphrase, you must still acknowledge the source of the information.

**Borrowing Structure:** taking the organization from someone else's writing and using it in your own. This is simply paraphrasing on a large scale. If you rephrase every word in someone else's work, but your work says the same thing, in the same order, this is plagiarism.

**Paraphrasing without Plagiarizing**

**How to Recognize Unacceptable and Acceptable Paraphrases**

**Here's the ORIGINAL text, from page 1 of Lizzie Border: A Case Book of Family and Crime in the 1890s by Joyce Williams, et al.:**

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization, the growth of large cities (like Fall River, Massachusetts, where the Borden's lived) which became the centers of production as well as of commerce and trade.

**Here's an UNACCEPTABLE paraphrase that is plagiarism:**

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driver companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Borden's lived which turned into centers of commerce and trade as well as production.

**What makes this passage plagiarism?**

The preceding passage is considered plagiarism for two reasons:

- The writer has only changed around a few words and phrases, or changed the order of the original's sentences.
- The writer has failed to cite a source for any of the ideas or facts.

**If you do either or both of these things, you are plagiarizing.**

**Here's an ACCEPTABLE paraphrase:**

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the U.S., they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing, commercial centers (Williams 1).

**Why is this passage acceptable?**

This is acceptable paraphrasing because the writer:

- accurately relays the information in the original.
- uses her own words.

- lets her reader know the source of her information.

**Here's an example of quotation and paraphrase used together, which is also ACCEPTABLE:**

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers “changed farm hands into factory workers,” and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these manufacturing hubs that were also “centers of commerce and trade.” (Williams 1).

**Why is this passage acceptable?**

This is acceptable paraphrasing because the writer:

- records the information in the original passage accurately.
- gives credit for the ideas in the passage.
- indicated which part is taken directly from her source by putting in quotation marks and citing the page number.

**Pledge of Allegiance** — A teacher, student, or administrator shall conduct the Pledge in its entirety each and every day that school is in session.

A teacher or student may refrain from saying the Pledge. If a teacher or student refrains from this activity he/she shall sit silently out of courtesy to others.

**Profanity** — Vulgar or profane language will not be tolerated.

**Removal from Class** — Any student whose actions hinder the progress of class may be removed. It is not the right of any student to detract from the cooperative progress of the group. All students have the right to learn, and no one has the right to interfere with the rights of others. If you are sent from class, you must report to the Main Office. Students will be subject to behavior code.

**Smoking** — In accordance with Maine State Law, students under 18 years of age may not possess tobacco products including snuff (dip) or chewing tobacco. The possession or use of tobacco is subject to the conditions of the Calais Policy regarding illegal substances.

**Unauthorized Areas** — Students should never be unsupervised unless approved by a staff member. Areas such as the gymnasium, the band room, tech ed room (unsupervised), and the all-purpose room are considered unauthorized areas. Students also should not use these areas as a means to travel from one part of the school to the other. High school students are not allowed in the middle school area at any time; and the cafeteria is off limits during middle school Lunch B. Students will be subject to behavior code.

**Weapons, Violence and School Safety** — The Calais School Committee believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with committee policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff is required to immediately report incidents of prohibited conduct by students to the building administrator for investigation and appropriate action.

## **Prohibited Conduct**

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

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such 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, Kung Fu stars, etc.;
- B. 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);
- C. Violent or threatening behavior, including but not limited to, fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g. verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program.

## Student Behavior Code

### Key:

**TD**=Teacher Detention; **OD**=Office Detention; **FS**=Friday School; **IS**=In School Suspension  
**S**=Suspension; **AD**=Administrative Decision; **SC/E**=School Committee Hearing/Possible Expulsion

1. Bomb threat or other terrorizing acts — S (10 days), SC/E
2. Cafeteria problems — AD
3. Cell phone/iPod/headphones—confiscation (*see also Electronic Devices*), OD
4. Damage to school or another's property — FS (plus responsible for replacement costs)
5. Discourteous/disrespectful — OD
6. Disrespect to school staff — FS
7. Minor disruptive behavior — TD or OD
8. Dress code — Opportunity to change; multiple offenses will include disciplinary action; AD, OD
9. Drug/Alcohol/Tobacco related possession, use or under the influence — IS (10 days), SC/E  
(Discipline in accordance with the Substance Abuse Policy.)
10. Endangering acts such as firecrackers, smoke bombs — S (10 days), SC/E
11. Failure to obey a reasonable request — TD, OD
12. Fighting — S (minimum 3 days—this includes both parties in the physical altercation)
13. Forged excuse note — Two OD
14. Harassment, physical, verbal or sexual — S (min. 3 days)
15. Insubordination to the administrator — S (min. 3 days)
16. Leaving school grounds without permission — FS
17. Left class without permission/wandering — TD, OD, FS
18. No textbook or materials; not prepared for class — TD, OD
- 18A. No textbooks, study materials, etc. brought to study hall—OD, FS
19. Parking lot issue, *loss of parking privilege* — AD
20. Racial, ethnic, or sexual insults — S (min. 3 days)
21. Sent out of class by teacher — Minimum OD up to FS
22. Skipped class, *zero in class assignment/work* — FS  
Chronic skips from class — FS (after 3)
23. Skipped office detention — FS (plus makeup session)
24. Skipped Friday School — assignment of two Friday Schools
25. Skipped teacher detention — OD (plus makeup session)
26. Sleeping in class — Friday School
27. Swearing at teacher/staff — S (min. 3 days)
28. Swearing or vulgar language — OD, up to Out of School Suspension
29. Tardiness to class, unexcused (10 minutes or less) — TD, progressive discipline  
Chronic tardiness to class — after 5 and every fifth thereafter, FS (based on semester)
30. Theft — S (min. 3 days); (plus responsible for replacement costs)

- 31. Truant, *zeros on work assigned* — FS
- 32. Weapon or possession of items that can be used as weapons — S (10 days), SC/E
- 33. Unauthorized wandering/in hall without a pass — OD
- 34. Unsafe Behavior — minimum 3-day suspension
- 35. Vandalism — minimum 3-day suspension

**Progression for Discipline** — (1) Teacher Detention; (2) Office Detention; (3) Friday School; (4) Suspension; (5) School Committee Hearing and possible expulsion from school

- Teacher Detention. .... 1:55 to 2:20 p.m. in teacher’s room
- Office Detention.... 1:55 to 2:55 p.m. in assigned classroom on Tuesdays, Thursdays, and Friday.
- Friday School..... 2:00-5:30 p.m. session on Friday after school. It is a supervised study session in an assigned classroom.
- Suspension ..... Not allowed on school property or at school functions. Attendance at all co-curricular functions is suspended for the duration of suspension.
- Multiple suspensions for repeated offenses will result in referral to the Superintendent for recommendation of possible expulsion.
- School Committee Hearing... Will be notified to appear before the Calais School Committee; may result in expulsion from Calais schools.

**School Administration reserves the right to adjust all disciplinary acts according to the circumstances.**