

Policy Committee Meeting
Central Office – Library
July 9, 2018
MINUTES

Present: R. Deakin, E. DeCotiis, A. Dube, R. Theriault

Also Present: B. Harris, T. Hustus, L. Napolitano, K. O'Donnell

Absent: A. Payeur

The meeting was called to order at 5:35 by Alan Dube.

Election of Chair and Vice Chair: Moved by Mr. Deakin; seconded by Ms. DeCotiis to nominate Mr. Dube as Chair. VOTED: Yes, Unanimously

Moved by Mr. Dube; seconded by Ms. DeCotiis to nominate Robert Deakin as Vice Chair. VOTED: Yes, Unanimously

Student Handbooks:

- **Elementary:** Principal O'Donnell presented the changes for the elementary schools. Ms. O'Donnell was presenting on behalf of all of the elementary schools. The first few pages of each handbook will be changed to reflect the actual name of the school, the welcome letter will have the proper principal listed, page 3 will have the principal and assistant principal listed and page 4 will list the teachers for that building. The entire handbook was reformatted to a Goggle Doc. This will enable each school to make those changes easily. There were no major changes made to the handbook this year.
- **Middle:** Principal Harris presented the changes for the middle school. Mr. Harris distributed a list of changes that were made to the middle school handbook; see attached.
- **High School:** Principal Napolitano presented the changes for the high school. She began by saying that the entire handbook will need to be reformatted, and changes will be made to the teacher page. She also distributed a sheet showing the page numbers where changes were made. (Those pages are attached.) Highlights of those changes are:

On page 7, expectations for students taking AP courses was changed. A student who drops an AP class after the second trimester will be awarded an honors credit and not an AP credit. This change was to discourage students from dropping AP classes.

On page 8, a statement was made that BEHS does not disclose discipline issues on college applications.

On page 12, yearbook guidelines were listed.

Policy Minutes
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Page Two

On pages 17 and 18, the attendance policy was updated. This was the biggest change. Credits will no longer be taken away due to attendance. In a proficiency-based grading system, if the student meets standards he/she will get the credit. Attendance contracts are written between the student, the student's parent(s) and the dean of students to encourage better attendance. This is a more effective way to get students to attend school and has shown positive results.

On page 30, the word "will" was changed to read "may." This was done to align with policy. Mr. Penna explained that he sometimes issues a 45-day suspension rather than bringing a student for expulsion. Parents must agree to this suspension.

Discussion: Mr. Penna will email Ms. O'Donnell and ask her to add a section about the Free and Reduced Meal Application in the student handbook. Mr. Harris will also add this information to the middle school handbook; Ms. Napolitano should as well.

IMDA – The Pledge of Allegiance: The word "stand" was removed from the policy as it was not in the sample policy. Currently, some students choose to sit quietly during the pledge. This policy will be marked as reviewed and will go to the Board as an FYI.

BB – School Board Legal Status: This policy was updated to reflect the new vote count as set by reapportionment. Moved by Mr. Payer; seconded by Ms. DeCotiis to send this policy for First Reading. VOTED: Yes, Unanimously

Meeting Dates for the 2017–2018 School Year: The Policy Committee will meet at 4:30 p.m. before each regular school board meeting.

Moved by Mr. Deakin; seconded by Ms. DeCotiis: To adjourn at 5:37 p.m.

VOTED: Yes, Unanimously

NEXT MEETING: August 6, 2018 @ **4:00 PM**

BEMS Student Handbook changes 2018-2019 School Year

Administration, page 6

Bonny Eagle Middle School is managed by three administrators, Mr. Harris, Building Principal, and Mr. Oyster and Mr. Vacchiano, Assistant Principals. They can be reached by calling 727-9227.

After School, Page 6

During this time they must be with a responsible adult from the school staff. Under no circumstances ~~should~~ may a student leave school grounds while staying after school unless he or she is participating in a BEMS sport or activity and is under the direct supervision of a staff member. For health and safety reasons skateboarding, hoverboards, rollerblading, or roller skating is not permitted on school grounds.

Attendance, page 7

When school is in session, students must be in attendance for a minimum of three hours to participate in any sport or activity. The only exception would be for home-schooled students. This provision includes meetings, practices, dances, concerts, and competitions. Exceptions will be made for school-sponsored field trips, bereavement, and doctor or dental appointments with a note. Special exceptions may be allowed at the discretion of the ~~principal~~ Administrators.

Awards, page 8

Bonny Eagle Middle School recognizes academic achievement and good citizenship in many ways. Special awards given to students include the following:

The Mark Norton English Language Arts Award – This award is given to a student who exemplifies the following criteria: demonstrates an interest in the craft of writing, strives to constantly improve their writing with the understanding that writing is a process that is never complete, exhibits a curiosity for words, reads for personal enjoyment and growth, thoughtfully discusses their interactions with reading, and has a strong understanding of mechanics and artful structure of language.

Mary Ellen Schaper Performing Arts Award - This award recognizes one 8th grade student that was a member of the Drama Club for all three years, assumed a leadership role (formally or informally), had consistent attendance and fulfillment of their role/duties, went above and beyond to help others, was a good role model for the 6th and 7th grade Drama club members, showed flexibility and poise in dealing with unforeseen circumstances and exhibits extraordinary ability in their role/job.

Backpacks, page 8

Students may use backpacks to bring books and possessions to and from Bonny Eagle Middle School. Students must store them in their lockers at all times while they are in the building. This includes drawstring bags.

Breakfast, page 10

Breakfast is available daily. Stations are set up in the school entrance and in the cafeteria, ~~and upstairs in the 8th grade wing.~~

Bullying, page 10

Principals will consider 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. (see Harassment)

Bullying can be reported to any staff member, the Administrator's office, or online via the BEMS website.

Co-Curricular Activities Offered, page 12

**** With the exception of those who are home-schooled, when school is in session, students must be in attendance for a ~~full day to participate in any sport or activity~~ minimum of three hours the day of any sport or activity in order to participate that day. This provision includes meetings, practices, dances, concerts, and competitions. Exceptions will be made for school-sponsored field trips, bereavement, and doctor's or dental appointments with a note. Special exceptions may be allowed at the discretion of the principal.**

Counseling, page 13

BEMS also offers limited social work opportunities to help students access their education.

Dances, page 13

With the exception of those who are home-schooled, when school is in session, students must be in attendance for a ~~full day to participate in any sport or activity~~ minimum of three hours the day of any sport or activity in order to participate that day. This provision includes meetings, practices, dances, concerts, and competitions. Exceptions will be made for school-sponsored field trips, bereavement, and doctors or dental appointments with a note. Special exceptions may be allowed at the discretion of the principal.

Dress code, page 14

Tops with spaghetti straps are not appropriate for students to wear at school. Low cut shirts, low cut blouses, pajamas, and tight fitting clothing are not appropriate for school. All shirts and blouses must cover the midriff and avoid exposing undergarments or ~~skin~~ body parts. Any clothing with large holes or tears which expose ~~skin~~ undergarments is also inappropriate.

Accessories Footwear with rollers (ie: heelies, wheelies), ~~large bracelets~~, spiked jewelry, large chains, or other such jewelry that can pose a safety hazard to students should not be worn at school. Wallet chains must be used appropriately. If they are used improperly, they will be confiscated and will only be returned to the student's parents.

Eligibility for Sports & Activities, page 15

Participation in interscholastic activities is a privilege that carries responsibility to self, classmates, school and community.

Students are expected to be in solid academic standing and meeting school expectations in order to participate. Any student who is not demonstrating these behaviors may be subject to being placed on probation.

Interscholastic requirement: students must receive a 2 or better for all Guiding Principles on their prior trimester report card and be receiving a 2 or better in all Guiding Principles in the current trimester prior to making the roster. Students who do not meet the Guiding Principle requirement may try out for an interscholastic activity but will not be placed on the roster until the student meets the necessary requirements.

Students who make a team or are participating in an activity, such as drama, may not quit in the middle of the season to join another club or activity.

When uniforms are issued, team members are expected to take good care of them and return them in good condition at the end of the season. Students with uniform or financial obligation to the athletic department will not be allowed to participate until given permission from the athletic director.

~~Interscholastic athletes are required to have a physical examination every two years.~~ Prior to participating, interscholastic athletes are required to have: a physical examination every two years and a record of the physical examination on file with Health Services.

Grade Reporting System, page 16

~~MSAD #6 and Bonny Eagle Middle School utilize a Proficiency Based Learning Model. Per state statute, our current 8th graders will be the first class to graduate from Bonny Eagle High School with a proficiency based~~

~~diploma in 2021.~~ This model is designed to help schools create efficient and effective systems that will ensure all students graduate prepared to succeed in the college, careers, and communities of the 21 century. For this reason, our model is focused on prioritizing and assessing the most critically important knowledge and skills, while also balancing high academic standards with the need for flexibility, responsiveness, and creativity in the classroom. Teachers have grade level performance indicators for each content area and assessments are being developed, implemented, and revised.

Trimester end dates are as follows: ~~12/1, 3/15, 6/19,~~ 11/30, 3/14, 6/14

Health, page 18

The Maine immunization program, Division of Disease Control's immunization requirements for students are the following immunizations:

~~DTP: 5 doses (if the 4th dose was administered on or after the fourth birthday, then only 4 doses are required.~~

~~Polio: 4 doses (if the 3rd dose was administered on or after the fourth birthday, then only 3 doses are required.~~

~~MMR: 2 doses (on or after the first birthday for students in grades K-12).~~

~~Varicella: 1 dose (2 doses are required if given at 13 years or older) OR physician written (chicken pox) documentation of history of chicken pox disease.~~

~~Tetanus/Diphtheria/Pertussis (Tdap): Effective for the start of school year 2017, 1 dose of Tdap vaccine is required for children entering 7th grade.~~

The Maine immunization program, Division of Disease Control's immunization requirements for students are the following immunizations:

Diphtheria/Tetanus/Pertussis (DTP): Five doses of any DTP containing vaccine or DT (pediatric). If the fourth dose was administered on or after the fourth birthday, then only four doses are required. The first dose must be administered at least six weeks after birth. The first three doses must be given at least four weeks apart and the fourth dose must be given at least six months after the third dose.

Td (Adult) may be substituted for DTP containing vaccine for non-immunized or incompletely immunized students who have reached the seventh birthday. If administering Td (Adult) vaccine, only three doses are required, with the first two doses given at least four weeks apart and the third dose given six months after the second. The first dose given after age seven should be a Tdap vaccine.

Tetanus/Diphtheria/Pertussis (Tdap): Effective for the start of school year 2017, one dose of Tdap vaccine is required for children entering 7th grade.

Measles/Mumps/Rubella (MMR): All students in grades kindergarten – 12 shall be immunized against measles, mumps, and rubella with two doses of MMR vaccine, provided the first dose is administered no sooner than 12 months of age and at least four weeks separate the two doses.

Poliomyelitis: Four doses of oral polio vaccine (OPV). The first dose of OPV must be administered at least six weeks after birth, with subsequent doses given at least four weeks apart. The fourth dose is not needed if the third dose is given on or after the 4th birthday.

or

Four doses of inactivated polio vaccine (IPV): The first dose of IPV must be administered at least six weeks after birth, with subsequent doses given at least four weeks apart. The fourth dose is not needed if the third dose is given on or after the 4th birthday. An all-IPV schedule is the preferred schedule for routine polio vaccination, including children who began the series with OPV. If a child receives both types of vaccine, four doses of any combination of IPV or OPV by four through six years of age is considered a complete polio vaccination series.

Varicella: One dose of varicella vaccine is required for children in grades kindergarten through 12.

Any such immunizing agent must meet the standards for such biological products as are approved by the United States Public Health Service.

Quadrivalent meningococcal conjugate vaccine (MCV4): Effective for the start of school year 2018, one dose of MCV4 is required for children entering 7th grade. Any child entering 12th grade is required to receive two doses of MCV4. The first dose shall have been received on or after the 11th birthday, and the second dose shall have been received on or after the 16th birthday, at least eight weeks after the first dose. If the first dose is administered when the child is 16 years of age or older, only one dose is required.

Intramural activities, page 21

Intramural activities may include:

Art Club	Health Club	Knitting Club
Science Club	Social Studies Club	Writer's Club
Civil Rights Team	Ski Club	Intramural Tennis
Garden Club	Book Club	Intramural Basketball
Craft Club	Learning Lab	Dance Club
Gaming Club	Chess Club	Global Information Systems

Laptops, page 22

If damage is done to a laptop, parents/guardians will be billed for damages. If fees go unpaid, fees will carry forward from one school year to the next and from school to school. Students will not be allowed to take laptops home until the fees are paid. Students who are responsible for damaging other student's laptop may be held financially responsible for the damage.

Pathfinder program, page 22

The 6th grade Pathfinder Program is offered exclusively for grade 6 students. Although its mission is the same, it does not offer the outdoor adventure experience. Instead, it offers a series of challenge activities for students after school.

MLTI Invoicing, page 21

~~Damage fees will also be reported in Infinite Campus.~~

Follow up letters will be sent if payment is not received or the family of the student has not contacted the school or Technology Department to set up a payment plan after 30 days. Students may also develop a plan in which they work off their damage. These plans are at the discretion of the Administrators.

Programs of Study, page 24

Grade 6

Language Arts

Science

Social Studies

Mathematics

Art

Health

Foreign Language

Physical Education
Band or Chorus (optional)
Industrial Technology/STEM
Guidance

Grade 7

Language Arts
Science
Social Studies
Mathematics
Industrial Technology/STEM
Foreign Language (optional)
Health
Art
Physical Education
Band and Chorus (optional)
Guidance
Outdoor Education

Grade 8

Language Arts
Science
Social Studies
Mathematics
Art
Industrial Technology/STEM
Foreign Language
Health
Physical Education
Band or Chorus (optional)
Guidance
Outdoor Education

Theft, page 28

Every student is provided with two lockers for his or her personal use. All hall and gym lockers have built-in locks. Our lockers are not as secure as one might expect. Students should never share their lockers or combination with others. Valuables should not be left in a locker.

Visitors, page 30

All visitors at BEMS must report directly to the main office and sign in before proceeding to their destination within the building. Generally, because our school is large, we do not encourage students from other schools to visit with

staff or students. For safety and educational reasons, parents wishing to meet students at school are expected to wait in the office. Special exceptions for other visitors can be made for educational purposes when advance notice is provided to the principal-School Administration.

2018-2019 Student Handbook Changes

Pg 7: Change of expectations for students taking AP courses.

Pg 8: Reporting of Discipline on College Applications

Pg 12: Yearbook Guidelines

Pg. 18: Attendance Policy

Pg 30: Update expulsion (drug related) to match policy.

given in May. **The expectation at BEHS is that all students enrolled have made a commitment to participate in the exam process.** Students must pay for 50% of the cost of the exam by the end of the first trimester unless other arrangements are made with an administrator. Bonny Eagle High School will pay for the remaining part

Participation in an AP course is a year-long commitment. Students who drop the course before the end of the year and do not take the exam will not receive AP designation on their transcripts. Any completed trimesters will be converted to Honors level work/weight.

Students may also participate in AP4All, a state program helping students access a variety of unoffered AP courses through online learning. Information is available through the Student Services Office. Students enrolled in AP4All courses may withdraw without penalty within the first 9 weeks of the course prior to when quarter grades are posted. After this period, students who withdraw from AP4All or online courses will receive a WF (withdraw-fail) on their transcript.

Note: Dropping any course may impact eligibility for athletics, activities and honor roll.

College Preparatory Program

In addition to the high school graduation requirements, students who are planning a traditional college preparatory program should complete an additional credit in mathematics and science beyond what is required, and two to four credits in a foreign language. Additional course work should be chosen that would assist the student with their studies in college and with their future career goals.

Career Technical Education

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 school counselor. Once enrolled, BEHS students must sign a contract agreeing to follow certain rules and procedures for CTE students.

All CTE students are expected to ride the MSAD #6 buses to and from the receiving school unless prior arrangements have been made between the student, parent, and the Superintendent of Schools and/or a designee.

Class Credit Minimums

In order for students to progress satisfactorily toward graduation, it is recommended a student earn at least 6 credits per year.

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. They are open during the day and after school from 2:10 to 4:00. Experienced tutors and teachers staff the Study Centers. In order to access the services of the Study Centers, students need a signed pass and their assignments. Students must follow BEHS rules and procedures while in the Study Centers.

Early College Aspirations Program

Early College Aspirations Program (ECAP) is an opportunity for BEHS students to earn credits outside the normal school day. Students are able to take classes after school through various college institutions like St. Joseph's College, UMaine, USM, SMCC, Husson University and Kaplan University. Students must meet eligibility requirements such as a B or better average and certain SAT/Accuplacer scores. Students should check with their school counselor prior to the start of each

semester (in May for a Fall course and in November for a Spring course) to see what classes are available. ECAP classes may count as a course for co-curricular eligibility.

College courses will go on your Bonny Eagle transcript for one elective credit and will count toward GPA and class rank. Upon the successful completion of a course, students will receive credit from the college as well. Content area credit may be awarded only with the Principal's approval in advance.

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.

Reporting of Discipline on College Applications

Bonny Eagle High School does not report student discipline incidents on college applications unless requested in writing by the student/parents.

Grades & Honor Roll

Grading (Class of 2019)

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

LETTER GRADE..... QUALITY POINTSPERCENTAGE

A+	4.00 98-100
A	4.00 95-97
A-	3.67 93-94
B+	3.33 90-92
B	3.0 87-89

Our local Kiwanis Club sponsors an annual Honors Recognition Ceremony in the spring of the year. It involves all students who have made the Honor Roll for the first two (2) marking periods in the school year.

At graduation time, top honor students wear gold cords to call attention to their high achievement (Highest Honors (4.0 & above) – 3 cords; High Honors (3.33-3.99) – 2 cords; Honors (2.67-3.32) – 1 cord.

Permission to Drop a Course

Each student is expected to carry a minimum of four (4) courses or the equivalent each trimester. Once a course is selected, the student is expected to complete it. A limited add/drop period of 2 days is held at the beginning of each trimester. To drop a course after the add/drop period, a special form must be secured from the student's school counselor, filled in, and signed by student, parent, subject teacher, and counselor. In some instances, administrative approval may be necessary. **Dropping a course may affect eligibility for athletics and/or honor roll.** No student may drop a course within the last three weeks of a trimester.

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. 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 that a student seeks or intends to enroll upon the written request via signature on a release of records form by the parent or guardian.

State Testing Requirement

Maine State Law requires that all third-year high school students take designated assessments including the SAT. Our school must achieve 95% participation rate or we will be automatically designated a "Needs Improvement" school by federal and/or state standards. For this reason, please do not plan family vacations during scheduled state testing.

Yearbook Guidelines

The purpose of the yearbook is to tell the story of each school year. The yearbook is a representation of our school and its students, and it is important that it include only respectful and appropriate photos and materials. The yearbook also serves as a hands-on learning tool for the yearbook staff made up of students and yearbook advisors. They have the responsibility of putting out this information in a clear, meaningful, and non-controversial manner.

In order to further the above goals, the following guidelines have been established concerning the inclusion of all content and photos in the school yearbook:

1. The yearbook is a school publication and is subject to all school and School Board policies, state and federal laws and regulations.
2. The yearbook is not a public forum. Inclusion of a photograph or content in the yearbook is considered a privilege, not a right.

3. Segregation and/or discriminatory depictions of students shall be prohibited in the yearbook. Students that qualify for special education on the basis of disability will not be depicted separately in the yearbook. Consistent image formats shall be followed for every class and for every student.
4. Nothing shall be published in the yearbook that is libelous, slanderous, obscene, profane, or copyrighted; no content shall be published in the yearbook if it advocates or promotes illegal activities, advocates or promotes gangs or gang-related activities, or may cause a material and substantial disruption to the school.
5. Clothing, gestures, or props which are considered inappropriate in school (including but not limited to display of props that are prohibited from school property such as firearms, other weapons, drugs, alcohol, or tobacco) are not appropriate for publication in the yearbook.
6. Students submitting a photograph for inclusion in the yearbook will ensure that their clothing is in compliance with the Dress Code found in the Student Handbook.
7. No content or photos shall be included if doing so would likely have the purpose or effect of interfering with any student's academic performance or any employee's work performance. Content that is reasonably likely to create a hostile, intimidating, or offensive educational or working environment will not be permitted. Purchasing a yearbook does not entitle the purchaser to any guarantees or rights regarding the book's content.

Additionally, senior photo submissions to the yearbook will observe all guidelines listed above, and will include only the senior student. No additional persons will be included in the photos aside from the senior.

The district administration reserves the right to reject content and photos that it finds do not comply with these guidelines. If a student disagrees with the decisions regarding the content of the yearbook, the student may appeal to the Superintendent. The decision of the Superintendent shall be final. In the event that an error or inappropriate content is inadvertently included in the yearbook, the district reserves the right to redact the offending content prior to distribution. This may include removing an entire page, placing a revision sticker over the content, or other similar correction methods.

II. CO-CURRICULAR ACTIVITIES

Co-Curricular Activities Offered at BEHS

Band, Jazz Band,	Foreign Language Honor	Outing Club
Pep Band, Jazz Choir	Societies	Pi-Cone Math Team
BEGSTA	History Club	Quest Club
(Gay/Straight/Transgender	International Club	Ski Club
Alliance)	Key Club	Student Council
Bonny Eagle TV (BETV)	Model U.N.	Yearbook
Chorus, Select	National Honor Society	
Civil Rights Team	Natural Helpers	
Drama Club	Newspaper-Eagle Times	

Each student has the opportunity to join many 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

Many of the procedures listed in the BEHS student handbook are guided by MSAD #6 School Board 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 when conduct of a student at any time interferes with the operations, discipline, or general welfare of the school.

Attendance Policy

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. Maine State Law states any student under the age of 17 who misses 7 consecutive school days or 10 accumulative days will be considered truant. Once these numbers are met, the Dean of Students will send a truancy letter to the family and conduct a truancy meeting. These meetings will provide the family and student with the proper support and resources to correct their attendance. If the student continues to miss school, then a second letter will be sent by the Superintendent's office. A meeting will take place at the MSAD 6/RSU 6 Central Office and will offer more intensive interventions. If the student continues to miss school, then legal action will follow.

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 207-929-3840. If a student needs to be dismissed, please send a note with your signature in the morning and ask him or her to get a dismissal pass from the Main Office upon arrival to school. With this dismissal pass, he or she can go directly out from the school, if being dismissed by a parent via phone call, students will need to check in with the office before they can leave. Students may not be dismissed from school via phone call or parent drop-in between 1:45pm and 2:00pm unless it is an emergency.

As a result of Maine State Law the following are considered excused absences:

1. Personal illness
2. Appointment with 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, which has been approved by the supervising principal

Students who accumulate seven absences (unexcused, excused or parent call) during a trimester (or three consecutive unexcused absences) will meet with the dean of students and an **attendance contract** will be developed. Student participation and attendance is reflected in the BEHS Habits of Work and is reported in every class.

BEHS will allow no more than 5 unexcused absences per trimester. If a student is ill for more than five days in a trimester, then medical documentation to support these absences will be required.

After 5 unexcused absences, a parent phone call to excuse the absence will no longer be accepted. The administration reserves the right to request documentation to support all absences.

To be counted as attending a whole school day, the student must attend 3 out of 5 complete classes.

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 may 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) are excused, must notify the main office or the Dean of students to be credited with an excused absence. We are now using an Automated Call system, to report students that miss any class during the day.

Tardiness

Students arriving late to school must report to the Main Office prior to reporting to class to correct their attendance record. If a student is tardy or absent (unexcused) more than 3 times per trimester at the beginning of the day, an office detention will be assigned.

The following reasons will be considered an excused tardy: Medical Appointment, Family Emergency, and Religious Observance.

Student athletes may not be absent or tardy (unexcused) for any portion of the day. Otherwise they may not participate in practices or contests.

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.

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 Main office and a valid parking tag 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 tag in order to avoid school consequences including loss of parking privileges, 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 any damage to or 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.**

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 **may** refer that student to the School Board for a hearing to consider the imposition of further discipline as appropriate, including expulsion.

Fighting and Physical Touching

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, and/or take or post videos of the fight, will face penalties up to or equal to 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.

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 School Board. The ruling of the School Board, with respect to the provisions of this policy, shall be final.

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 #6 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 that 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.

Outside Without Permission/Leaving School Grounds

Bonny Eagle High School does not have an open campus. Students may not go outside or leave school grounds during the school day. Students who leave school grounds or who are outside without permission are subject to disciplinary action and may be searched. For example, students

Dress Code

Most neat appearing clothing is acceptable for school wear. Any clothing that distracts, disrupts, or is inappropriate will not be permitted. Tank tops should have straps that are two inches wide. Tops with spaghetti straps are inappropriate 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 from "armpit to armpit" across the chest. (Low cut shirts and blouses are not appropriate for school.) Avoid exposing undergarments or skin. Shorts and skirts should be of reasonable, modest length (mid-thigh or below).

Any clothing with large holes tears or cut out sides, 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.

Hats and other non-religious head coverings are allowed in common areas at administration's discretion. They may not be worn in the classroom or auditorium. Hoods and sunglasses are not allowed at any time. (Religious head coverings are allowed at all times.) Jewelry that 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 will be assigned further consequences (i.e.: detention.) Students who refuse to comply will be referred to the office.

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 that 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, and 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 five (5) to ten (10) days and may undergo an assessment program with our substance abuse counselor upon returning to school.