

**Camden Hills Regional
High School**
Home of the Windjammers

2009-2010 Parent Handbook

Dr. Nick Ithomitis, Principal
Mr. Graham Bode, Assistant Principal
Mr. Piet Lammert, Assistant Principal
Mr. Bill Hughes, Athletic Director

25 Keelson Drive
Rockport, ME 04856

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www.fivetowns.net/crhs
fax: (207) 236-7813

Welcome to the CHRHS Parent Handbook!

This publication is intended to supplement the CHRHS Student Handbook which is located in the first section of your student's Student Planner. Students receive their Planner during homeroom in the first week of school. The Student Handbook contains all the information below in addition to certain specific board policies that are required to be published in the handbook. For a complete listing of all Five Town CSD board policies, please visit www.fivetowns.net.

MISSION

We are a community of learners that supports students in developing the knowledge and the

academic, civic, and social skills that are necessary for excellence in post-secondary education and adult life in an ever-changing world.

Expectations for Academic Learning

Graduates of Camden Hills Regional High School will:

- Read, write, and speak effectively.
- Use a variety of technological and informational resources to gather, synthesize, and evaluate data.
- Apply higher order thinking skills to problem solving across the curriculum.

Expectations for Social Learning

Graduates of Camden Hill Regional High School will:

- Demonstrate respect, responsibility, integrity, compassion, and honesty.
- Take responsibility for their own learning.
- Collaborate meaningfully and productively as members of the school community.

Expectations for Civic Learning

Graduates of Camden Hills Regional High School will:

- Demonstrate awareness of local, national, and global issues.
- Participate in activities that foster ethical decision-making and the democratic process.
- Make meaningful contributions to the community.

Academic rubrics for reading, writing, speaking, critical thinking and technology are available in the main office, the counseling office, and from individual teachers.

Appleton – Camden – Hope – Lincolnville - Rockport

Strategic Vision for June 2016

The Camden Hills Regional High School community promotes learning as a lifelong process. We honor, support and engage all learners. We value diversity. We celebrate and support all learning styles. We provide a safe, respectful and caring environment, inclusive of everyone in our learning community. We treat one another as we want to be treated.

We recognize and celebrate the strengths and abilities of each learner. We support risk-taking, innovation and learning from our mistakes. All students and staff have equal access to resources and opportunities. Our students are prepared to be involved, well-rounded, well-educated, informed and ethical community and global citizens. We encourage students and staff to challenge themselves and extend their knowledge and skills beyond what is comfortable and traditional.

We offer diverse learning opportunities in school facilities and in the broader community. Our teaching/learning process is consistent with educational research and reflects the needs, interests and abilities of all students. We make education a meaningful, holistic process encompassing the physical, emotional, intellectual and spiritual dimensions of the individual in relationship to our environment. We foster a sense of well being, self-esteem and self-respect. Students feel that school is a place where they experience success.

Families are an integral part of every student's education. They collaborate with staff and with students for their students' learning activities and outcomes. Students, their families and staff are involved democratically in significant decisions affecting student learning. Students take responsibility for utilizing the resources available to them in their quest for education. Our students develop skills to design and implement personally fulfilling education and life plans.

We have the will and commitment to allocate the resources to make this vision a reality. We hire and retain outstanding educators and support their professional development. Our community actively advocates on behalf of our educational needs at the local, state and national levels.

This statement is both a vision of what our school should look like in June 2016 and a guide for action between now and then. The participants in the Strategic Planning process created it during three days of work in March 2003. The participants agreed to leave the document in "rough" form to capture the vitality, collaborative and ongoing nature of the process.

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POLICY MANUAL

The procedures in this handbook are based on CSD policy. If there is a conflict between the handbook and policies, district policy governs. A copy of the complete CSD Policy Manual is located in the administrative office at the high school, in the superintendent's office, and on www.fivetowns.net

A. Administration

The administrative office is located just inside the main entrance to the high school. The office is staffed from 6:30am-3:30pm weekdays during the school year, and from 8am-12pm during the summer. Please call 236-7800, x260 for an appointment if you would like to meet with an administrator. Assistant Principals are assigned as follows: Mr. Bode works with students with last names that start with A-J, and Mr. Lammert works with K-Z. You may leave a message for the office staff at any time by calling 236-7800 and pressing 4.

SCHOOL STAFF

Department Heads are shown in italics

Administration

Nick Ithomitis, Principal
Graham Bode, Asst. Principal
Piet Lammert, Asst. Principal
Jane Self, Admin. Assistant
 Amy Clevette
 Linda MacWilliams

Counseling

Traci Small
 Judy Ottmann
 John Parkman
 Cindy Vohringer
 Angie Carlsen (*Registrar*)
 Amy Clevette
 Deb Entwistle

School to Career

Pam Pleas

Psychological Services

Rosemary Fetterman

Special Education

R. Fetterman
 Anastasia Alley
 Bill Anderson
 Carol Coyle
 Eric Korman
 Judi Schelble
 Ed Techs
 Susan Bray
 BJ Burns
 Dwight Collins
 Laurie Dodge
 Doreen Duke
 Jayne Fetterman
 Jill Morton
 Chipper O'Connell
 Amanda Selfridge
 Jennifer Turner
 Paula Welch
 Jessica Whitworth

Horizons

Thom Buescher

Alt. Ed/Zenith

Korah Soll
 Nate Larlee
 Jane-Ann Reinink

MCST

Naomi Howe
 Andrea Garver

Harbor Schools

Heidi Paul
 Gregory Munn

English

Jennifer Munson
 Cindy Allen
 Adina Baseler
 Sheila Caldwell
 David Doubleday
 Jamie Gillette
 Jason Prince
 Todd Williams

Foreign Language

Jill Cote
 Bill Curtis
 Amy Ferlauto
 Bob Johnson
 Barbara Larson
 Don Mann
 Lynne Taylor

Math

Steve Nystrom
 Donna Heal
 John Fitzgerald
 Kathy Filip
 Bruce McKenzie
 Meredith Messer
 Bill O'Brien
 Karen Orhon

Science

Sue Klemmer
 Jennifer Brassbridge
 Lisa Damian
 Stephen Jordan
 Patrick Kelly
 Jon Kerr
 Margo Murphy
 Ken Vencile

Social Studies

Tom Gray
 Nell Alexander
 David Bowman
 Liz Dailey
 Mike Grey
 Faith Vautour
 Mark Wallace

Library

Valerie Hamlin
 Hilary Rackliff

Tutors

Deb Lipton-Morin
 Jane McFarland

Applied Academics

Bill Hibbard Technology Ed
 Doree Fisher *Fam/C*
 Kathy Wilcox *Fam C*
 Chris Walker-Spence
 Janet Heath *Busine*

Athletics/PE/Health

Bill Hughes, Athletic Dir
Jeff Hart
 Chris Audet
 Harry Read

Fine Arts

Nancy Rowe
 Rick Ash
 Carolyn Brown
 Russell Kahn
 Kim Murphy
 Suzanne Southwo

Adult Education

Tim Dresser
 Stefanie McAllister
 Heidi Nolan
 Elyse Socker

IT

Bob Iannuzzi
 Tom Heath

Doug MacWilliams

Nursing

Judy Clossey
 Barbara DeGrass

Food Service

Mark Vogt/Susan Boiviv
 Michelle Ames
 Candy Davis
 Patricia Hornsberg
 Bridgette Kinney
 Carolyn Brown
 Jeanne Simonton

Facilities

Keith Rose
 1st Arnold Johnson
 Jean Glidden
 Ed Knowlton
 John Novak, Group
 2nd Rian Sparhawk
 Dan Stewart
 Mike Temple
 Sarah Thompson
 Fern Ward
 George Wood
 3rd Brian Ferrington
 Tracy Herrick

STAFF PHONE EXTENSIONS

All staff members are accessible by e-mail using: firstname_lastname@fivetowns.net
 Classroom teachers can be reached before or after school by dialing 236-7800 and their extension number; during the academic part of the school day (7:30 am - 2:30 pm) all outside calls are

automatically transferred to voice mail so as to not disrupt instruction. Administrative and Counseling Office staff can be reached at any time during the school day.

Alexander, Nell	321	Social Studies	Jordan, Stephen	117	Science
Allen, Cindy	224	English	Kahn, Russell	474	Art
Alley, Anastasia	332	Special Education	Kelly, Patrick	118	Science
Anderson, Bill	337	Special Education	Kerr, Jon	318	Science
Ash, Rick	264	Art	Kormann, Eric	331	Special Education
Audet, Chris	425	Phys Ed/ Trainer	Klemmer, Sue	317	Science
Baseler, Adina	221	English	Lammert, Piet	259	Assistant Principal
Bode, Graham	257	Assistant Principal	Larlee, Nate	230-1058	Zenith
Boivin, Susan	458	Wave Cafe	Larson, Barbara	224	World Language
Bowman, David	320	Social Studies	Library	270	
Brassbridge, Jennifer	311	Science	Lipton-Morin, Deb	328	Tutor
Bray, Susan	339	Special Education	MacWilliams, Doug	333	Info Technology
Brown, Carolyn	480	Art	MacWilliams, Linda	262	Admin Office
Buescher, Thom	128	Horizons Director	Mann, Donald	228	World Language
Burns, William	335	Special Education	McFarland, Jane	328	Tutor
Caldwell, Sheila	124	English	McKenzie, Bruce	218	Math
Carlsen, Angie	358	Registrar	Messer, Meredith	212	Math
Cassis, Larry	112	Science	Morton, Jill	332	Special Education
Clevette, Amy	263, 361	Admin Office,	Munson, Jennifer	122	English
Clossey, Judy	250	Nurse	Murphy, Kim	295	Music
Cote, Jill	225	World Language	Murphy, Margo	211	Science
Coyle, Carol	334	Special Education	Nystrom, Steve	214	Math
Curtis, Bill	220	World Language	O'Brien, William	219	Math
Dailey, Liz	324	Social Studies	O'Connell, Chipper	337	Special Education
DeGrass, Barbara	250	Health Aide	Orhon, Karen	312	Math
Damian, Lisa	217	Science	Ottmann, Judy	356	Counseling
Dodge, Laurie	334	Special Education	Parkman, John	354	Counseling
Doubleday, David	222	English	Rackliff, Hilary	270	Library
Dresser, Tim	275	Adult Education	Read, Harry	322	Health
Duke, Doreen	334	Special Education	Reinink, Jane-Ann	230-1058	Zenith
Entwistle, Deb	360	Counseling	Rose, Keith	455	Facility Mgr.
Ferlauto, Amy	210	World Language	Rowe, Nancy	294	Music
Fetterman, Jayne	337	Special Education	Schelble, Judi	335	Special Education
Fetterman, Rosemary	350	Psych Services	Self, Jane	260	Admin Office
Filip, Kathy	316	Math	Small, Traci	355	Counseling
Fisher, Doree	231	Fam & Cons Sci	Socket, Elyse	274	Adult Education
Fitzgerald, John	216	Math	Soll, Korah	230-1058	Zenith
Gillette, Jamie	223	English	Southworth, Suzanne	484	Art
Gray, Tom	323	Social Studies	Taylor, Lynne	235	World Language
Grey, Mike	310	Social Studies	Turner, Jennifer	335	Special Education
Hamlin, Valerie	272	Library	Vautour, Faith	321	Social Studies
Hart, Jeff	415	Physical Education	Vencile, Ken	111	Science
Heal, Donna	314	Math	Vogt, Mark	460	Wave Cafe
Heath, Janet	471	Business	Vohringer, Cindy	357	Counseling
Heath, Tom	389	Info Technology	Walker-Spencer, Chris	245	Computer Apps
Hibbard, Bill	477	Industrial Tech	Wallace, Mark	325	Social Studies
Hughes, Bill	414	Athletic Director	Wilcox, Kathy	232	Fam & Cons Sci
Iannuzzi, Bob	390	Info Technology	Williams, Todd	121	English
Ithomitis, Nick	254	Principal			

If you have questions:

Student's Progress or Grades...

Call or E-Mail the specific teacher

Administrative Office

ext. 260, **Ms. Self**; ext. 262, **Mrs. MacWilliams**; ext. 263, **Mrs. Clevette**; ext. 254, **Dr. Ithomitis**; ext. 257, **Mr. Bode**; ext. 259, **Mr. Lammert**.

Affirmative Action and Harassment Issues

ext. 260, Administration or ext. 361, Counseling Office

Athletic Schedules and Issues

ext. 414, **Mr. Hughes**

Attendance Matters

ext. 262, **Mrs. MacWilliams**

Band Participation and Events

ext. 294, **Ms. Rowe**
Bus or Transportation Issues
236-3358 and ask for **Ms. Waters**
Chorus Participation and Events
ext. 295, **Mrs. Murphy**
Community Education Department
ext. 275 or ext. 274, **Mr. Dresser** or **Mrs. Socker**
Counseling or Guidance Issues
ext. 360, **Mrs. Entwistle**, ext. 361, **Mrs. Clevette**
Disciplinary Issues
ext. 257, **Mr. Bode** or ext. 259, **Mr. Lammert**
Drug/Alcohol Counseling Services
ext. 360 or 361, Counseling Dept.
Horizons (Gifted and Talented) Programs
ext. 128, **Dr. Buescher**
Library Services
ext. 272, **Ms. Hamlin**
Nurse, Medical Records and Health Services
ext. 250, **Mrs. Clossey** or **Mrs. DeGrass**
Scheduling Facilities
ext. 265, **Mrs. Clevette**
Scholarship Information, Testing Dates
ext. 358, **Mrs. Carlsen**
School Psychological Provider
ext. 350, **Ms. Fetterman**
School to Career
ext. 351, **Mrs. Pleas**
Special Education Services
236-7812, **Mrs. Gove**
Technology Issues
ext. 390, **Mr. Iannuzzi**
Zenith
230-1058, **Ms. Soll**

Any concerns that remain unresolved; call 236-7800 and ask for the Principal, **Dr. Nick Ithomitis**.
Issues not resolved by talking with the Principal;
call 236-3358 and ask for the Superintendent, **Mrs. Pat Hopkins**.

SCHOOL CANCELLATIONS/EMERGENCIES

In the event that school must be canceled or released early, the local radio stations and VillageSoup will be promptly notified. In addition, a brief message relating to the closure or early release will be posted on our phone system, and you will receive an automated call at home. When school is canceled, the color of days does not change on the school calendar, and students are responsible to be prepared for the classes held on the next school day. Please call the main office if you experience problems with the automated call service.

B. Academics

In order to be a full time student, you must be taking 6 credits and enrolled in five classes at any given time.

ACADEMIC HONESTY

Students at CHRHS are expected to apply themselves and to work to the best of their abilities within the guidelines of class policies, school policies and general honesty. Students must do their own schoolwork, complete assignments without plagiarizing, and take tests and quizzes without copying or in other ways misrepresenting their academic achievements. The following guidelines will be used to sanction students for clearly documented cases of academic dishonesty:

First offense – The teacher may assign an “F”/zero for the assignment or give the student the option of redoing the assignment. A grade of 0-69% will be assigned to assignments that have been redone. The student's parent/guardian will be notified, and the student will be referred to the Administration. The teacher has the discretion of using the grading comment “Student's Grade Lowered due to Academic Dishonesty” on official grade reporting documents.

Second offense – The student will receive a zero on the assignment. The student's parent/guardian will be notified. The student will be referred to the Administration and will be subject to disciplinary action including a two-day suspension from school. If the second case of academic dishonesty occurs in the same class, the administration reserves the right to remove the student from the class with a grade of Withdrawal Failure.

Third and subsequent offenses –The student will receive a zero on the assignment. The student's parent/guardian will be notified. The student will be suspended from school for a minimum of three days and be removed from the class with a grade of Withdrawal Failure.

WEIGHTED GRADES

Weighted GPA will be utilized as the measure for all academic distinctions, including (but not necessarily limited to) valedictorian, salutatorian, and top 10 percent. The only manner in which weighted grades will be reported is on student transcripts as weighted GPA. The new weighted grading formula is as follows:

1. For AP & college level courses, a weighting factor of 1.10
2. For Honors courses, a weighting factor of 1.05
3. For college prep level courses, a weighting factor of 1.00

CSD Policy NEPN/NSBA:

GRADING SYSTEM

<i>Grade</i>	<i>Numerical Value</i>	<i>Grade</i>	<i>Numerical Value</i>
A+	99-100	C+	83-84
A	95-98	C	78-82
A-	93-94	C-	76-77
B+	91-92	D+	74-75
B	87-90	D	72-73
B-	85-86	D-	70-71
		F	0-69

An example of how the grading system applies to weighted classes is below:

<i>Course</i>	<i>Credits Level</i>		<i>Grade</i>		<i>Weight</i>	<i>Weighted Grade</i>	
American Studies	1	Honors	91	B+	1.05	96	A
AP U.S. History	1	Adv Placement	87	B	1.10	96	A
Algebra II	1	College Prep	86	B-	1.00	86	B-
Honors Chemistry	1.5	Honors	90	B	1.05	95	A
Applied Personality Theory	0.5	Honors	91	B+	1.05	96	A
Latin III	1	College Prep	84	C+	1.00	84	C+
TV Broadcast Studio	0.5	College Prep	97	A	1.00	97	A
Physical Education II	0.5	Grad Requirement	99	A+	1.00	99	A+
Total Credits:	7		GPA: 90	B		93	A-

GRADE POINT AVERAGES/CLASS RANKINGS

Academic Averages: It is the policy of the Five Town CSD School Board that grades are reported as the actual academic averages earned (number grades), which remain the same in any subsequent calculations (i.e. GPA). As letter grades comprise a range (i.e. A = 95-100) the use of letter grades

provides too great an opportunity for unintentional inconsistency in grade reporting and therefore it is recommended that academic averages be the only way that grades are recorded in PowerSchool. In this way, we can be certain that student achievement is more accurately maintained and reported. **Class Rank:** In high achieving schools like Camden Hills Regional High School, in which tenths or hundredths of a point can be the determining factor in one student's class rank relative to another, reporting rank to colleges can create the appearance that a student has not performed as well as s/he in fact has, and can negatively impact his/her chances for admission. Therefore it is the policy of the Five Town CSD School Board to report class rank only when required for admission or scholarship purposes. *CSD Policy NEPN/NSBA:IKC*

HONOR ROLL

HIGH HONORS: All A's
HONORS: All A's & B's

The honor roll will be determined two weeks following the distribution of grades at the end of each ranking period. Any student receiving an incomplete will not be listed. At such time as the incomplete is made up and if the student then qualifies, his/her name will be added to the honor roll.

ACADEMIC ELIGIBILITY FOR CO/EXTRA CURRICULAR ACTIVITIES

Participation in extracurricular and co-curricular activities is a privilege and carries with it certain academic responsibilities. The following are the procedures for determining students' extracurricular and co-curricular academic eligibility.

Grades will be checked at the end of each quarter and four weeks into each quarter. Any student failing one or more classes at grade check will be placed on academic probation for 2 calendar weeks. During that time the student can fully participate in all aspects of any sport, extracurricular and/or co-curricular activity.

After 2 calendar weeks, the student must be passing all classes. If still failing, the student becomes ineligible until a time when he/she is passing all classes. For athletics, plays, and musicals, if a student becomes ineligible, he / she may practice with the team/cast, but will not be allowed to participate in any performances, scrimmages, exhibition, regular season, or post season contests. Nor will he/she be allowed to travel to away games with the team. For other activities, if a student becomes ineligible, he/she may not participate in meetings, trips, performances, etc. Incompletes are treated the same as failures. All other MPA minimum academic eligibilities will also apply.

HOME SCHOOLING: PARTICIPATION IN SCHOOL PROGRAMS

Please see CSD policy IHBGA for the complete home school policy.

Participation in Regular Classes. Home instruction students may enroll in specific day school classes provided that the student's attendance is regular, the class is deemed to be age and grade appropriate and all prerequisite course requirements are met. In addition, the following shall also apply.

1. The student or the student's parent/guardian, on the student's behalf, shall apply in writing to and receive written approval from the superintendent/ designee. Approval may not be unreasonably withheld.
2. Home-schooled students are limited to two courses per semester; no more than seven home school credits can be applied to a CHRHS diploma.
3. The student shall demonstrate prior satisfactory academic achievement consistent with school unit policy and procedures applicable to all students.
4. The student shall comply with behavioral, disciplinary, attendance and other classroom rules applicable to all students. If a student fails to comply, the school may withhold credit or terminate the student's participation.
5. The parent/guardian or student must provide transportation. However, the student may use the same transportation as all other students in the school unit as long as additional expenses are not incurred and vehicle capacity is not exceeded.
6. The student shall complete all assignments and tests as required of all students in the same class.

HOMEWORK REQUESTS

Homework can be requested directly by the parent or student by e-mailing the respective teacher(s) by 9:00 am. For those students who do not have e-mail access from home, please ask for homework

by calling 236-7800, ext. 262 by 9:00 am and it will be gathered at the administrative office for pick up by 2:30 pm. The "Requested Homework" bin is located on the wall directly across from the main office doors.

STANDARDIZED TESTING DATES

PSAT

October 14, 2009

Maine State Law requires that all sophomores take the PSAT

SAT

<i>Test Dates</i>	<i>Test Offered</i>
10/10/09	SAT, Subject Tests
11/7/09	SAT, Subject Tests
12/5/09	SAT, Subject Tests
1/23/10	SAT, Subject Tests
3/13/10	SAT Only
5/1/10	SAT, Subject Tests
6/5/10	SAT, Subject Tests

Maine State Law requires that all juniors take the SAT.

The free testing date for juniors at CHRHS will be 5/1/10.

Seniors should utilize the first two test and registration dates in order to meet admission deadlines.
Test fees range from \$28-\$43. Late registration fee is \$15.00.

ADVANCED PLACEMENT

May 3-7, 2010 and May 10-14, 2010

A complete schedule of AP exams offered at CHRHS is available in the Registrar's Office.

Test fee is app. \$76 per exam.

For more info on the PSAT, SAT & AP, go to www.collegeboard.com

ACT

<i>Test Dates</i>	<i>Reg. Deadline</i>	<i>Late Deadline</i>
Oct 24, 2009	Sep 18, 2009	Oct 2, 2009
Dec 12, 2009	Nov 6, 2009	Nov 20, 2009
Feb 6, 2010	Jan 5, 2010	Jan 15, 2010
Apr 10, 2010	Mar 5, 2010	Mar 19, 2010
Jun 12, 2010	May 7, 2010	May 21, 2010

*An optional writing test is available at all testing dates

For more information on the ACT, go to www.actstudent.org

ASVAB - Armed Services Vocational Aptitude Battery

The ASVAB is needed for entrance into all military fields. There is no cost for this exam.

The testing date for CHRHS is October 6, 2009.

Contact the School to Career Coordinator to register.

Please see CSD policy IKF for an explanation of Graduation Requirements.

C. Attendance

ATTENDANCE POLICY AND PROCEDURES

Students are expected to maintain full time status, defined as enrollment in a minimum of 5 courses per semester culminating in no fewer than 6 credits per year.

Students may not receive credit for a class if they are absent more than:

For half credit courses

5 class periods

For every day full credit courses	10 class periods per semester
For every other day full credit courses	5 class periods per semester
For 1 1/2(Lab) courses	7 class periods per semester

The decision to deny credit is at the discretion of the administration.

Please see CSD Policy NEPN/NSBA: JEA for the complete attendance policy

Parents/Guardians must notify the administrative office the day their student is absent, tardy or to be dismissed by calling 236-7800 ext. 262 before 7:40 a.m. or by sending a note to the administrative office.

Messages may be left on the school phone at any time.

The main office is staffed from 6:30am to 3:30pm on weekdays.

Daily attendance will be taken during Homeroom.

Students absent from homeroom will be marked absent for the day.

Students must check in at the main office and obtain a pass if they are late in arriving to school.

A student absent for more than 40 minutes of a class will be considered absent from that class.

All absences, both excused and unexcused, count toward the total class absences.

Dismissed students must check out at the administrative office prior to leaving campus or they will be considered truant. Students who are returning to campus must also check in at the main office.

A student absent for more than two of the four classes each day may not participate in any extra-curricular events on the day of the absence.

The Fine Print...

Students with planned absences of more than three days must meet with an administrator in advance of the proposed dates to determine the impact on their academics and potential loss of credit. Students with excused absences must obtain and complete work in a timely fashion. Students who miss a class without a teacher's approval will have one opportunity to make up the work at the teacher's discretion.

Administrative Discretion: The administration has the authority to grant additional days in excess of the above if prior approval is given.

Appeal Process: Any student wishing to appeal the denial of academic credit pursuant to this policy must indicate his/her desire to do so in writing to the administration, within five school days of the notification of the denial of credit. The appeals board will consist of a teacher(s), the student's parent/guardian, the student, the student's counselor and an administrator. The student may choose an additional teacher to serve on the board.

Definition of Excused/Unexcused Absences

Absences are categorized as either "excused" or "unexcused". All absences, whether excused or unexcused, with the exception of absences for school sponsored activities, administrative discretion, or suspension, count towards the total allowable class absences.

Excused: The following are reasons for an excused absence:

1. Personal illness that has been verified by a parent, physician or the school nurse.
2. Appointments with health professionals.
3. Appointments for driving license exams.
4. Observance of a recognized religious holiday when the observance is required during a school day.
5. College visits and appointments.
6. Bereavement.
7. Family emergency.
8. An absence that has been approved by the administration.
9. Suspension by school officials.

Students who have an excused absence will be afforded the equivalent number of days for make-up work as they were absent from school, unless they were absent because of suspension. Students are responsible for contacting their teacher(s) regarding all work, tests, and class time missed and to arrange for all make-up work. Students suspended for five days will be granted three additional days for make-up work to be completed and for a ten-day suspension, students will be granted five additional days.

Unexcused: A student's absence from school is unexcused if the student is absent from school or from a class without the permission of a parent/guardian, teacher or administrator. A student will be denied the opportunity to make up work missed during an unexcused absence, tardy or dismissal. In addition, the student may receive a zero for any work missed in each class. If the administrative office is contacted **immediately upon the student's return**, either by phone or by a written note from the parent/guardian, the administration may choose to excuse the absence.

Dismissals

Students may be dismissed from school for the same reasons as for excused absences. Dismissals must be arranged in advance by a parent/guardian and **students must check out at the administrative office prior to leaving campus or they will be considered truant**. CHRHS has a closed campus, and students may not dismiss themselves or leave school grounds without parental permission under any circumstances.

Procedures for Absences/Dismissals

Students are responsible for obtaining a dismissal slip from the administrative office prior to the start of the school day on the morning of the day they need to be dismissed or on the day that they return to school from an absence. Parents/Guardians must notify the administrative office the day their student is absent, tardy or to be dismissed by calling ext. 262 before 7:40 a.m. or by sending a note to the administrative office.

Parents/guardians who are unable to contact the administrative office about an absence in advance, must give their child a note to be given to the Attendance Coordinator no later than 7:40 am the day the student returns to school or the absence will be reported as **unexcused**. A detention(s) will be assigned for unexcused absences. Students must present a yellow or pink attendance slip to their teachers in order to ensure that class absences are recorded. Students who are ill for more than three consecutive days must provide a doctor's note to get an excused attendance slip the morning they return to school, or have their parents call the school nurse before the morning of return to school to provide medical verification of illness.

Participation in School Sponsored Activities

A student absent for more than two of the four classes each day may not participate in any extra-curricular events on the day of the absence.

Tardy Policy and Procedures

Students must check in at the main office and obtain a pass if they are late in arriving to school.

Unexcused Tardy (no note or call in advance from a parent)

1st tardy per quarter: warning

2nd tardy per quarter: warning & parent contact

3rd tardy per quarter: one detention

Each additional tardy per quarter: one detention

Students who arrive more than halfway into a period with no note or prior parent contact will be given a detention for cutting classes.

Excused Tardy (parent calls or sends student with a note)

1st tardy per quarter: excused

2nd tardy per quarter: excused, with reminder that we will only accept 3 "parent tardies".

3rd tardy per quarter: excused, with a final warning that the 3 late rule has been met.

4th tardy per quarter: one detention

Hardship or special circumstances will be taken into consideration on a case-by-case basis.

Tardies due to medical appointments do not count if students bring a note from the doctor that verifies the appointment. Students will also be expected to bring in a doctor's note if they have ongoing regularly scheduled medical appointments.

LATE ARRIVAL/EARLY DISMISSAL

1. A junior must be in good standing and have accumulated a minimum of eleven credits at the end of his/her sophomore year. A senior must be in good standing and have accumulated a minimum of seventeen credits at the end of his/her junior year.

2. The student must have the Late Arrival/Early Dismissal application approved by their parent/guardian.

3. In the case of Late Arrival, the student will arrive at school in time for his/her first class of the day and must sign in at the administrative office. Failure to sign in may result in the loss of late arrival privileges. In the case of Early Dismissal, the student will leave the school directly following their last class.

4. Students who are in school during their release period must report to their original study hall.

5. Late Arrival/Early Dismissal privileges may be revoked if the student is suspended from school for any reason, or for discipline issues as determined by the Administration.

7. These privileges will be revoked for a minimum of two weeks if a student is failing any class at grade check times. All grades must improve to passing for privileges to be restored.

Late Arrival and Early Dismissal are not effective until the forms have been properly completed and approved by the Administrative Office.

ACTIVITIES ON DAYS WHEN SCHOOL IS CANCELLED

When students are sent home during the day because of bad weather conditions, all school activities (practices, performances and games) shall be cancelled. If school is cancelled for other reasons, activities will be scheduled at the discretion of the building principal. When school is cancelled before 7:00 a.m. and conditions change during the day, it shall be the responsibility of each building principal

to decide whether or not to conduct afternoon and evening school events and to announce this decision via local media and the CSD web site.

CSD Policy NEPN/NSBA:JE

LEAVING SCHOOL GROUNDS

CHRHS is a closed campus.

Students may leave school during the day for appointments and family emergencies if permission has been received from a parent or guardian and approved by the principal or designee. Students must check in at the main office before leaving campus and upon their return.

CSD Policy NEPN/NSBA:JHCA

DISMISSAL DUE TO THREATS TO THE BUILDING, INCLUDING BOMB THREATS

The CHRHS Crisis Response Team, in conjunction with local law enforcement, fire safety, and emergency health care officials, has developed specific emergency plans to be implemented in the case of a threat to the building. Staff is trained annually on emergency procedures.

All students are expected to follow directions and evacuate or stay put as directed. It is not feasible for students to ask to be released when the administration is reacting to a threat.

Students who have a signed permission slip on file in the office may be released after the administration has been assured that school may resume. Parents assume responsibility for their child and his/her transportation when they choose to release them. Depending on the situation, students who are released may not have access to their belongings and/or their vehicles. Students who are dismissed may not return to school or participate in after school activities.

D. Programs and Services

CO/EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in co/extra-curricular activities. A complete listing of available activities and advisor contact information is in the Co-Curricular Handbook, which is available in the main office. Students participating in activities must maintain passing grades. Please see the Academic Eligibility policy on page 10 for more information.

SCHOOL COUNSELING DEPARTMENT

The Counseling Department is located on the top floor directly above the main office. Counselors are available from 7am to 3:30pm weekdays. Parents are encouraged to call 236-7800, ext 361 to make an appointment to see a counselor. Services include postsecondary planning, group counseling, individual counseling, crisis intervention and mediation, and referral to community partners. Other services available in the Counseling office include registration, transcripts, college catalogues and application information, scholarship information and applications, and course drop/add.

HEALTH SERVICES

The nursing office is open daily from 7:30 AM until 3:15 PM. The school nurse or nursing assistant staffs the office. Parents/guardians are asked to maintain contact with the nurse regarding their child's medical issues.

Prescribed or over the counter medications will not be administered to students unless ordered by a physician and accompanied by written parent permission. Please notify the nurse of all medications given on a daily or routine basis. Private physicals are needed by all 9th grade students and should be completed by November of their freshman year.

Any 9th grade student who will be involved with fall sports must have a physical done by August 15th. Students without a current 9th grade physical on record must have a permission slip signed by their physician before any practice is allowed.

All students in grades 9-12 are to have a yearly updated health consent form returned to the health office before the end of September. This form will be included in the summer mailing, is available in the main office and is on the school website.

Students must have a current health consent form, ninth grade physical, and current health insurance to participate in a school sports program.

All students in grades 9-12 are state mandated to have the following immunizations:

DPT/DT: 5 doses unless their 4th dose was given on or after the fourth birthday, then only 4 doses are required.

Polio: 4 doses unless as above at which 3 doses are required.

MMR (Measles, Mumps, Rubella): 2 doses on or after the first birthday and separated by at least a month.

Varicella: students required to have either the Varicella vaccine or have had a physician verified case of chicken pox disease.

If a parent has an opposition to the mandated immunizations for medical, sincere religious belief, moral or philosophical reasons, the school must receive a written statement each year before November 1st, in order for the student to be in the school. Please feel free to contact the nurse's office, ext. 250, for any questions or concerns regarding your child's health or any needed assistance.

LIBRARY

Parents and other community members are welcome to use the library anytime during open hours.

The CHRHS Library is open during the following hours:

Monday through Friday 7:00 AM – 3:30 PM

Monday through Thursday 5:00 PM - 8:00 PM (During the Adult Education semesters)

HORIZONS

The Horizons Program is the CSD's program for gifted and talented students, serving individuals with demonstrated or potential exceptional abilities in intellectual, academic and artistic areas. Any student who would like to be considered for admittance to Horizon's course work should contact the Director of Horizons.

FOOD SERVICES: The Wave Café

The Wave café is open from 7:00am – 1:00pm and serves breakfast & lunch. Vending machines are also available with snacks & beverages. Meal Deal costs vary:

Full cost student; Breakfast - \$2.00 Lunch - \$3.00

Reduced Fee student; Breakfast - \$.30 Lunch - \$.40

Free student is no charge.

Applications for Free or Reduced Meals will be mailed home and are available in the main office. Any family that has received Free or Reduced benefits must reapply annually. Families whose financial situation changes during the school year can apply at anytime. The Wave Cafe operates a POS System that allows parents to pre-pay into their child's account, set daily spending limits, and receive a detailed purchase history. Funds can be added to an account at any time at the café registers or in the café office. Students can use their accounts to purchase any items in the café. Students who run out of funds will be allowed to charge one Meal Deal lunch (\$3.00 regular price, \$.40 reduced fee). ***No additional credit will be extended until the student clears their account. Students without funds will not be allowed to charge Ala Carte items.***

MID-COAST SCHOOL OF TECHNOLOGY

Mid Coast School of Technology (MCST) provides a wide variety of programs for interested students. Programs are generally available to students who have earned at least two (2) high school credits. The goal of the vocational center is to prepare students for post secondary education or training, or to

enter the world of work upon graduation from high school. Through the development of skills and good work habits, every attempt is made to make this experience as much like the “real world” as possible.

Students spend one-half of their day at the high school, completing their academic courses, and the remainder of their day at the vocational center. At MCST, students spend about 25% of their time in the classroom and 75% of their time in the shop/lab area. Except as noted, all classes are available in either the morning or afternoon session. It is recommended that students who plan to enroll in classes at MCST should visit the school before they finalize their schedule. In general, 3 high school credits are recommended for students who successfully complete programs at MCST. Programs of study are two years in length unless otherwise indicated

ZENITH ALTERNATIVE EDUCATION

The Zenith Alternative Education program has been developed for students who are self directed, non-traditional learners. Students are encouraged to develop much of their study focus along with the traditional areas of study that parallel the CHRHS graduation requirements. Most Zenith students are required to spend 1/2 of the day in Zenith and 1/2 day at MCST or at CHRHS. Students must maintain a commitment to all aspects of their school program. Each student needs to develop an individual learning plan on a semester basis and work towards that goal. This plan is developed in conjunction with requirements necessary for CHRHS graduation, the Maine Learning Results, as well as the student’s individual areas of interest. Students who are interested in applying for admission should see their school counselor. Admission is based on effort, attitude, and demonstrated success in this type of school environment. The program is primarily for upper classmen, however, sophomores may apply. Interested students or parents may call the Zenith Director at 230-1058 for more information.

SPECIAL EDUCATION/SECTION 504

Special Education services are available for all students who qualify. The director of this program can be reached at 236-7812 if you have any questions or concerns. Questions regarding section 504 accommodations should be directed to the school counseling department, ext. 360 or 361.

VISITORS

Anyone is who is not a current student or staff member is considered to be a visitor. Students who would like to bring a visitor to school must complete a visitor request form **prior to the day of visitation**. Forms are available in the main office. Visitors must register in the administrative office and wear a visitor’s badge while they are in the building. Visitors will not be permitted the day before vacations or during exams. Persons who do not comply with the above will be considered to be trespassing. Visitors are expected to follow all school rules. Visitor passes may be revoked at any time at the administration’s discretion.

E. Student Conduct and Discipline

DISCIPLINE QUICK REFERENCE GUIDE

Inappropriate behavior: It is unrealistic to list all possible scenarios that will arise during the school year. The administration reserves the right to hold students accountable for their behavior. Students are expected to act in accordance with the CSD Code of Conduct. Consequences will range from loss of privileges to suspensions.

Inappropriate language: Inappropriate language is unacceptable and will result in detention(s). However, if directed at a staff member, it may result in suspension of up to 3 days.

Public Displays of Affection

1 st offense	warning
2 nd offense	parent notification
3 rd offense	detention

Disturbing class

1 st offense	1 detention
2 nd offense	2 detentions
3 rd offense	1 day suspension

Skipping class

1 st offense	1 detentions
2 nd offense	2 detentions
3 rd offense	1 day suspension

Leaving School w/ out Permission

1 st offense	2 detention
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- 2nd offense 3 detentions
- 3rd offense 1 day's suspension & loss of privileges

Skipping School

- 1st offense 3 detentions
- 2nd offense 3 detentions
- 3rd offense 2 day suspension

Not Checking in at the Main Office When Late

- 1st offense 1 detentions
- 2nd offense 2 detentions
- 3rd offense 1 day suspension

Dress code violation

Administration will use a variety of methods to deal with dress code violations, including covering up inappropriate clothing, having other clothes brought to school, sending student home.

Repeated violations will result in detentions & suspensions.

Inappropriate Use of Personal Electronic Devices

Consequences will be handled on an individual basis depending on the case, and will range from confiscation to detention/suspension.

Student Computer / Internet Use

Appropriate use of the computers / technology / network is expected of students at all times. Violation of the computer use policy (Policy IJNDB, IJNDB-L, IJNDB-P, IJNDB-R) will result in consequences ranging from loss of privileges to suspension.

Driving / Vehicle violation

Student will be subject to discipline actions ranging from detention to suspension, possible removal of driving privileges, and possible report to the police

Forgery

Altering and / or Misusing Passes or Notes:

- 1st offense 1 detention
- 2nd offense 2 detentions
- 3rd offense 1 day suspension

Altering and / or forging school documentation or documentation presented to the school:

- 1st offense 1 day suspension
- 2nd offense 2 day suspension
- 3rd offense 3 day suspension

Vandalism

Consequences will be handled on an individual basis and will range from detention to suspension. Students are responsible for full restitution for labor and materials, as the law allows.

Acts of vandalism may result in criminal charges. *policy JICB*

Theft 1st offense 2 days suspension & full restitution by the student for stolen item(s).
2nd offense 3 days suspension & full restitution by the student for stolen item(s).

Fighting Students who are engaged in or provoke a fight.

- 1st offense 3 – 5 day suspension.
- 2nd offense 5 – 10 day suspension.
- 3rd offense 10 day suspension/possible expulsion

Assault

Any physical contact that rises to the level of assault will be subject to suspension up to 10 days and possible expulsion.

Harassment/Bullying

- 1st offense 3 – 5 day suspension.
- 2nd offense 5 – 10 day suspension.
- 3rd offense 10 day suspension/possible expulsion.

Insubordination

Consequences will be handled on an individual basis depending on the case, and will range from detention to suspension.

Possession and/or Use of Chemical Substances

- 1st offense 3 – 5 days suspension, referral to Child Find.
- 2nd offense 3 - 5 days suspension, referral to Child Find, evaluation by licensed substance abuse counselor or participation in smoking cessation program.
- 3rd offense Suspension pending an expulsion hearing.

For full Misuse of Chemical Substance policy see policy JIC

Selling and/or Furnishing Chemical Substances

Any offense Suspension pending expulsion hearing, referral to Child Find.

DISCIPLINARY PROCEDURES

Detentions: *Please refer to Five Town CSD Policy NEPN/NSBA Code: JKB*

A student who has been assigned a detention has the option waiting one day before serving the detention. After that, a student is expected to report to detention on consecutive days until the detention has been completed. Students who fail to serve a detention without prior office approval or are late to detention will be assigned an additional penalty. Students who repeatedly fail to serve assigned detentions will be suspended for insubordination. The student will still serve the detention following the suspension.

Questioning/ Searches of Students: The School Board seeks to maintain a safe and orderly environment in the schools. The principal/designee is authorized to question and/or search students in accordance with board *policy JIH*.

Student Ethics and Peer Mediation:

This group heightens awareness and understanding of ethical issues within the school, and resolves student conflicts through peer mediations. They also promote ethical decision-making in the school and community by leading the school through the process of developing and maintaining the Code of Ethics:

Respect, Responsibility, Integrity, Compassion, Honesty.

Suspension: When a student is suspended from high school, he/she is denied:

1. access to the school;
2. access to attendance at school events; and
3. participation in extra-curricular activities.

Students are expected to get assignments and keep up with their schoolwork during the time missed. All suspensions occurring in the last ten days of the school year shall be served immediately and any portion of such suspension that runs beyond the closing date of school shall be served in the following school year.

Release of Student Names to State Department of Education

CHRHS is required by law to submit the names of students who commit "incidents of prohibited behavior" to the State Dept. of Education (DOE) through the MEDMS Safe and Drug Free Schools (SDFS) Module. Students who demonstrate the following behaviors will, in addition to receiving disciplinary consequences outlined by CHRHS policies, be reported by name to the State Department of Education.

- | | |
|------------------------------------|-----------------------------------|
| 1. Aggravated Assault | 21. Larceny / Theft |
| 2. Alcohol-Related | 22. Marijuana-Related |
| 3. Arson | 23. Motor Vehicle Theft |
| 4. Assault With Firearm | 24. Other Drug-Related |
| 5. Assault With Other Weapon | 25. Physical Attack |
| 6. Battery | 26. Possession of a Firearm |
| 7. Bomb Threat | 27. Possession of Other Weapon |
| 8. Bomb-Related | 28. Robbery |
| 9. Bullying / Injurious Hazing | 29. Sale or Transfer of a Weapon |
| 10. Burglary / Breaking & Entering | 30. Sexual Battery |
| 11. Disorderly Conduct | 31. Sexual Offense (non-forcible) |
| 12. Extortion | 32. Simple Assault |
| 13. Fighting | 33. Stolen Property |
| 14. Fireworks | 34. Threat / intimidation |
| 15. Gang Fight | 35. Tobacco-Related |
| 16. Harassment: Sexual | 36. Trespassing |
| 17. Harassment: Other | 37. Truancy |
| 18. Hate Crime/Bias | 38. Vandalism (criminal mischief) |
| 19. Homicide | 39. Other School Code Violations |
| 20. Kidnapping | |

The MEDMS Safe and Drug Free School Module includes students' names because this student level data is needed to create the aggregated demographic and program data reports requested by the federal Office of

Substance Abuse, and the US Department of Education, including the US DOE Office of Special Education Programs (OSEP) which requests the number of special education students that received suspensions of a certain length of time and requires targeted technical assistance under the SPP. 20 USCS § 1416. The Family Rights and Privacy Act (FERPA) allows local educational agencies (LEAs) to disclose personally identifiable information to the State educational agency in connection with “an audit or evaluation of Federal or State supported education programs or for the enforcement of or compliance with Federal legal requirements which relate to those programs.” 34 C.F.R. 99.35. Please go to National Center for Educational Statistics (NCES) website if you have questions about how the data is collected and reported.

<http://nces.ed.gov/pubs2002/safety/index.asp>: please see Chapter 3 on reporting data (to the public) and Chapter 4 on collecting data (from the SAUs). Please contact Bill Hurwitch (bill.hurwitch@maine.gov) at the DOE if you have any questions about the security measures that are in place at the local level. Please contact Dana Duncan (dana.duncan@maine.gov) if you have any questions about what special education data is on the SPP Report Card.

CARE OF SCHOOL PROPERTY BY STUDENTS

Textbooks, other school property, and facilities are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Students will be billed for the replacement costs of such materials. If reimbursement is not forthcoming within a reasonable time:

1. Damage to school property may be recovered in a civil action to obtain the permitted “double the damage;” or
2. Costs of lost, destroyed or damaged school books and instructional equipment may be recovered by requesting the municipal assessor to include the value in the next municipal tax of the delinquent parent.
3. Disciplinary action may be taken when appropriate, in accordance with Policy JK-Student Discipline.
4. Acts of vandalism may result in criminal charges.

The Superintendent shall see that students and parents are notified annually of their responsibilities under this policy. *CSD Policy NEPN/NSBA Code: JICB*

PERSONAL ELECTRONIC DEVICES

Laptop Computers, cell phones, pagers, personal music players and other personal electronic devices must be turned off during class and assemblies, unless such devices are being used for instructional purposes. Electronic devices may not be used in a way that threatens, humiliates, harasses, or intimidates students, employees or visitors, or with the intention of disrupting the electronic communication of another. Devices with recording capability may not be used to record without the intended subject’s knowledge and permission, nor can they be used to view or forward any material that could be considered pornographic, lewd or inappropriate. Consequences for failing to comply with these rules will be handled on an individual basis depending on the case, and will range from confiscation to detention, suspension or expulsion.

DEBTS

Students are expected to return all books and other course materials and pay all library fees by the last day of school. Failure to comply will result in the withholding of books and materials in the next school year. Seniors will not receive a diploma until all outstanding debts have been paid. Please note that any fees incurred by CHRHS for checks issued to the school will be passed along to the issuer of the check.

DRESS CODE

The following dress code applies to all school activities and events unless the administration makes allowances for events such as Spirit Week. The school administration shall retain the final authority in determining what is acceptable or not.

The following clothing and attire are inappropriate:

1. Bare feet.
2. Jewelry or other types of adornments that may pose a safety hazard. (e.g. spiked collars or cuffs, pointed or jagged necklaces, and any type of metal that covers hands or fists, etc.)
3. Clothing that advertises, displays, or promotes alcohol, drugs or drug related activities, illegal acts, racist sentiments, harassment of any type, indecent writing, pictures or symbols, sexuality or

sexual innuendoes including language with double meanings, and other clothing, attire, messages, pictures, or symbols that are disruptive to the school's educational environment.

4. Any type of headwear: caps, hats, bandannas, headbands, hoods, or other types of headgear that may be construed as gang related are not to be worn in the classroom. Other headwear is allowed in the classroom at the discretion of the teacher.

5. Revealing clothing, such as clothes that by design, or because of holes or tears, reveal bust, cleavage, stomach, sides, backs, bottoms or underwear when either standing or sitting; extremely tight clothing or garments shorter than mid-thigh.
Gang related items.

BUS CONDUCT

(Daily Transportation of Students to and from School)

When a student does not conduct him/herself properly on a bus, the misconduct shall be specified in writing and signed by the bus driver and transportation director. If in view of the building principal the behavior is serious enough to warrant more significant consequences than those listed below, the building principal may impose those consequences in a manner consistent with general school discipline procedures up to and including possible suspension from school.

On the first offense in a school year the principal or designee will meet with the student; a written record will be retained. The principal or designee then will contact the parent/guardian about the problem.

On a second offense within the same school year, the student will be suspended from school buses for one week. Within that week, a conference will be held by the principal or designee with the student and parent/guardian, and transportation director as needed; the goal of this conference is to design a plan to help the student improve his/her behavior to the level of acceptable bus conduct. A written record of the conference and plan will be retained. In this instance of suspension (and in the ones that follow below) the student's parent/guardian becomes responsible for seeing that the gets safely to and from school. The principal shall immediately inform the special education director when a special education student is suspended.

On a third offense within the same school year, the student will be suspended from school buses for two weeks. Within that period of time, a conference will be held by the Superintendent or the Assistant Superintendent, with the principal or designee, the student and parent/guardian and transportation director as needed. A written record of the conference will be retained. The principal shall immediately inform the special education director when a special education student is suspended.

On the fourth offense within the same school year, the student will be suspended from school buses for the rest of the school year. The parent/guardian may appeal to the Superintendent.

CSD Policy NEPN/NSBA Code: EEAEAC

HAZING

Hazing is defined as any physical, mental, emotional or psychological act which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may compromise his or her dignity as a person.

Camden Hills Regional High School is committed to providing a safe learning environment for all student activity participants, coaches/advisors and supporters, and is unequivocally opposed to hazing or any situation that intentionally produces mental or physical discomfort, embarrassment, harassment, or ridicule to any person.

Hazing incidents will be investigated promptly and in a manner that protects the rights of the persons filing the complaint, the persons complained against, and the school. Students who participate in such actions will be subject to disciplinary action.

Reference Maine Statutes 6553 and 10004, and Five Town CSD Policy ACAD

WASHINGTON TRIP

The Five Town CSD School District is fortunate to have the Bisbee Washington Trust available to allow students who have successfully completed their third year of high school to participate in a school sponsored trip to Washington DC. Participation in the Washington Trip is considered a privilege and students who choose to participate will be held to a higher level of responsibility. The trip is offered at no cost to students other than daily personal expenses. Eligibility to participate in the trip requires the following:

1. Attendance at all Washington Trip organizational meetings unless an acceptable written excuse has previously been submitted by the parent/guardian to the administrative office. Students and Parent/Guardians who are excused from meetings must meet with the Trip Coordinator at the Coordinator's convenience and will still be held accountable to the rules and procedures set forth in the meetings.
2. A completed registration by the stated deadline, unless an alternative deadline has been pre-arranged.
3. In order to enhance the safety and well being of the group, the following behaviors will result in a student's exclusion from the Washington Trip.
 - a. A single disciplinary infraction during the student's third year that results in a suspension of more than three days.
 - b. Multiple suspensions during the student's third year that accumulate to four or more days or an expulsion from school.
 - c. Any conduct or situation during the student's third year, regardless of disciplinary consequences, in which the student brings discredit upon himself/ herself, or behaves inappropriately in such a way that is judged as a risk or a liability by the Building Administrator/designee. Such behavior includes, but is not limited to, use or possession of illegal substance, drinking, fighting, stealing, vandalism, or harassment, regardless of whether the behavior occurs in the school or community.
 - d. Failure to participate in all pre-trip activities.

SPECIAL EDUCATION STUDENTS AND THE WASHINGTON TRIP

Some students with disabilities are not prepared to navigate the demands of the Washington Trip at the conclusion of their third year. Following is a procedure to assess student readiness and determine supports necessary for meaningful involvement.

1. Prior to the conclusion of each school year, the Special Education Department Chair and Special Education case managers will review the list of second year Special Education students. They will identify those students who require a focused conversation about the timing of Washington Trip participation and supports necessary for meaningful involvement.
2. During the fall of identified students' third year, individual informal meetings will be held to discuss each student's readiness to participate in the Washington Trip. Teams will consist of the student's case managers, school personnel who work directly with the student, and the student's parent(s) or guardian(s). If parent(s)/guardian(s) cannot attend the meeting, their input will be sought outside of the meeting and considered in the decision-making process.
3. The convened team will make a decision regarding the student's readiness to participate in the Washington Trip and any necessary supports if the student is considered capable of meaningful participation.
4. The Special Education Department chair will communicate the outcome of each individual meeting with the Washington Trip Supervisor.

Cross Reference: JICH Misuse of Chemical Substances by High School Students
CSD Policy NEPN/NSBACode: IJOA-A, Adopted 9-6-06, Revised 6-3-09

F. CSD Policy and Parent Notification

STUDENT EDUCATION RECORDS AND INFORMATION

The Five Town CSD shall comply with the Family Educational Rights and Privacy Act (“**FERPA**”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

Directory Information

The Five Town CSD designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). The Five Town CSD may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

Military Recruiters/Higher Education Access to Information

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the District must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

Information on the Internet

Under Maine law, the District shall not publish on the Internet any information that identifies a student, including but not limited to the student’s full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents’ names, without written parental consent.

Transfer of Student Records

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

Designation of Law Enforcement Unit

The Board hereby designates the Rockport Police Department as the District’s law enforcement unit.

Administrative Procedures and Notices

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

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

Inspection of Records

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

Amendments of Records

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

Disclosure of Records

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

1. Directory/Internet Information

The District designates the following student information as directory information that may be made public at its discretion: name, date of birth, participation in officially recognized activities and sports, grade level of students, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. Parents/eligible students who do not want the District to disclose directory information must notify the Superintendent in writing within 30 days after enrollment or the start of school year, whichever is later. The Five Town CSD shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student, including but not limited to the student’s full name, photograph, personal biography, email address, home address, date of birth, social security number and parents’ names. Under Maine law, Five Town CSD shall not publish on the Internet without written parental consent any information, whether directory or otherwise, that identifies a student including but not limited to the student’s full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents’ names.

2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the District must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the District to disclose this information must notify the Superintendent within 30 days of enrollment or the start of the school year, whichever is later.

3. School Officials with Legitimate Educational Interests

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

4. Other School Units

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

5. Other Entities/Individuals

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

Complaints Regarding Five Town CSD Compliance with FERPA

Parents/eligible students who believe that the District has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

CSD policy NEPN/NSBA code: JRA-E

Adopted: 11/1/06, Revised 3/5/08