SHEAD

'08 Student / Parent Handbook '09

High School

STAFF ROSTER

Paul Theriault	Principal
Bobbie Mitchell	Assistant Principal/SPED Coordinator
Leah McLean	Guidance Counselor
Robert Davis	Athletic Administrator/ Health&P.E.
Patricia Cook	Administrative Assistant
Dolly Apt	Native American Studies
Dana Bard	English/French
Mina Bowen	Educational Technician
Michelle Brown	Educational Technician
Russell Buker	English/TitleI
David Consalvi	Science
Crystal Consalvi	ITV Site Coordinator
Susan Cox	Special Education/Social Studies
Colleen Cummings	Educational Technician
Janice Dana	Educational Technician
Nick Gamertsfelder	Social Studies
Christina Greenlaw	Special Education
Catherine Lee	Educational Technician
Douglas Leighton	Jobs For Maine's Graduates
Alice Lingley	Educational Technician
Reeser Manley	Science
John Mealey	Custodian/Bus Driver
Gary Morin	Math
Patricia Neptune	MIE Home/School Liaison
Harriett Real	Educational Technician
Jim Roberts	Peer Coach
Lamont Sanders	Educational Technician
Marilu Scott	Spanish/Business
Vicki Stanhope	Secretary/Educational Technician
Ronnie Sullivan	Jobs Coach
Cheryl Thompson	Custodian
Paul Thompson	Custodian
Damon Weston	Math
Heron Weston	Music

EQUAL OPPORTUNITY

The Eastport School Department ensures equal employment and educational opportunities and affirmative action regardless of race, sex, color, nationality, marital status, age or handicap.

TERMINOLOGY

The word "parent" also means guardian; the word "principal" also includes his/her designee; the term "school facilities" includes buildings, grounds, buses and other school property; and the term "school-sponsored activity" includes all school sponsored or approved activities (including classes) whether they are held on or off school grounds.

BELL SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
7:56 am	Warning Bell	Warning Bell	Warning Bell	Warning Bell	Warning Bell
8:05-9:00	Period 1	Period 1	Activity Period	Period 1	Period 1
9:05-10:00	Period 2	Period 2	Period 2	Period 2	Period 2
10:05-11:00	Period 3	Period 3	Period 3	Period 3	Period 3
11:00-11:30	Lunch	Lunch	Lunch	Lunch	Lunch
11:35-12:30	Period 4	Period 4	Period 4	Period 4	Period 4
12:35-1:30	Period 5	Period 5	Period 5	Period 5	Period 5
1:35-2:30	Period 6	Period 6	Period 6	Period 6	Period 6

Each week on Wednesday a different class period will not meet to accommodate the activity period.

Weeks 1 and 7 period 1 will not meet on Wednesday.
Weeks 2 and 8 period 2 will not meet on Wednesday.
Weeks 3 and 9 period 3 will not meet on Wednesday.
Weeks 4 and 10 period 4 will not meet on Wednesday.
Weeks 5 and 11 period 5 will not meet on Wednesday.
Weeks 6 and 12 period 6 will not meet on Wednesday.

TABLE OF CONTENTS

Shead's Vision and Mission 5
Shead's Goals 5
Guidance Department 5
Academics 6-13
- **Academic Standing** 7
  - Grading System 7
  - Honor Roll 7
  - Graduation and Credits 7
  - Promotion 7
  - Class Rank 8
  - Early Graduation 8
  - Participation in Graduation Activities 8
  - Incompletes 8
- **Reports** 9
  - Report Cards 9
  - Conferences 9
- **Academic Assistance** 9
  - Learning Labs 9
  - Supervised Study / Extra Help 9
  - Adding / Dropping Subjects 9
  - Withdrawal From School 9
  - Long-Term Assignments 9
- **School Attendance** 10
  - General Attendance Procedures 10
  - Excused Absences 10
  - Unexcused Absences 11
  - Procedures Following an Absence 11
  - Extensive Absences 11
  - Late to School 11
  - Late to Class 11
- **Make-Up Work** 11
  - School Cancellation Procedures 12
- **Dismissal from School** 12
  - Skipping Class or School 12
  - Early Dismissal from School 13
  - Leaving School 13
  - Lunch Time Release 13
  - Athletic and Extracurricular Activity Release 13

Co-Curricular 14-16
- School Song 15
- Morning Ceremonies 15
- Notices and Announcements 15
- Assemblies 15
- Extracurricular Activities 15
- Clubs 15
- Dances 16
- Athletics 16
- Eligibility Requirements for Athletics 16

Student Behavior Policies 17-27
- Code of Conduct 18-24
- Detention 24
- Administrative Guidelines 25
- Suspension 25
- Loss of Privileges 26
- Student Grievance Procedures 26

General Policy Issues 28-31
Beepers and Cell Phones 29
Fire Drills 29
Food 29
Guests 29
Library / Media Center 29
Lockers 30
Breakfast and Lunch 30
Restrooms 30
Telephone Use 30
Textbooks 30
Throwing Snowballs 30
Transportation Guidelines 30
Automobiles / Parking 30
Valuables 31
Electronic Music and Video Devices 31
School Department Policies 32-42
Parent's Rights 33
Dissemination of Information 33
Amendment of Records 33
Student Hazing Policy 33
Drug Abuse Policy 34-35
Family Educational Rights and Privacy Act 35
Affirmation Action Policy 35
Exploitation / Sexual Harassment 35
Unlawful Discrimination 36
Americans with Disabilities Act 36-37
Student Harassment 37-38
Internet Policy 39-42
Forms 42-45
Internet Use Agreement 42
Personal Information Form 43
Student / Parent Sign Off Form 44
Military and College Recruiter Information Release 45

RESERVE CLAUSE

The Eastport School Department reserves the right to change any provisions or regulations set forth herein as may be required or desirable by circumstances.

VISION

While recognizing that the needs, methods, and structures of education in the twenty-first century will evolve in ways as yet unforeseen, we envision that Shead High School will educate individuals to possess the knowledge, skills, and attitudes to function effectively in the family setting, workplace, and society of the future. These necessary qualities include self-discipline and self-motivation, the desire to actively pursue knowledge, the ability to think logically and critically, to make wise decisions, and to discover truth, civic-mindedness, the willingness to accept responsibility, and a sense of justice and fair play.

MISSION

In partnership with home and community, Shead High School will teach the knowledge, attitudes, and skills required for a successful, productive life in the twenty-first century.

GOALS

Shead High School encourages partnerships between educators, students and their families, and community members, while instilling within the students:

- Academic excellence, which includes communication and literacy skills, habits of inquiry and critical thinking ability.
- Problem solving ability.
- A sense of self worth.
- A respect for cultural diversity in both the school and community.
- An appreciation of the arts.
- The ability to manage time wisely.
- A respect for and willingness towards providing community service.
- A respect for the environment.
- The ability to reason ethically and make rational decisions.
- A sense of personal responsibility and the desire to work continually towards the fulfillment of intellectual, social and physical potential, and a better community, nation, and world for living and learning.
- The ability to be life long learners through the Maine Learning Results.

GUIDANCE DEPARTMENT

The Director of Guidance is available to students and parents to assist with course selection and scheduling, to discuss any academic or personal concerns, and to help develop future college or vocational plans.

Students and parents are encouraged to contact the Director of Guidance to discuss academic progress, and to express any personal concerns they may have.

ACADEMICS

Academic Standing

Grading System
Honor Roll
Graduation and Credits
Promotion
Class Rank
Early Graduation
Participation in Graduation Activities

Reports

Report Cards
Conferences

Academic Assistance

Math/Science/Reading Labs
Supervised Study / Extra Help
Adding / Dropping Subjects
Withdrawal From School

School Attendance

General Attendance Procedures
School Cancellation Procedures
Excused Absences
Unexcused Absences
Procedures Following an Absence
Extensive Absences
Late to School
Late to Class

Make-Up Work

Dismissal from School

Early Dismissal from School
Leaving School
Skipping Class or School
Lunch Time Release
Athletic and Extracurricular Activity Release
Violation of Release Rules

ACADEMIC STANDING

To be classified as a full-time student at Shead High School, a student must take a minimum of 5 class periods per trimester. Of these 5 classes, two classes **must be on site Shead classes.** Each early college course will earn 1 Shead credit, which may overlap trimesters. Apprenticeships/Internships earn ½ credit per trimester. **Note: To be eligible and considered for the honor roll a student must be a full-time student. To be eligible and considered for an honor part a student must have been enrolled on a full-time basis at Shead High School for at least the final two years of their high school education.** Exceptions will be made only with the permission of the principal.

GRADING SYSTEM AT SHEAD HIGH SCHOOL

A 93-100
B 85-92
C 77-84
D 70-76
F..... BELOW 70

HONOR ROLL

High Honors may be obtained by achieving a 93 or above in **all** subjects. Honors may be obtained by achieving an 85 or above in **all** subjects. A grade of WP (withdraw passing) or WF (withdraw failing) may exempt a student from the honor roll. (See section – "Adding /Dropping Subjects")

GRADUATION AND CREDITS

Beginning with the Class of 2011 students must earn 25 credits to graduate from Shead High School. The following are Shead's requirements for academic programs, and must be passed in order to qualify for graduation; in addition, various courses of study have specific requirements.

English.....4 Credits
Mathematics.....4 Credits
Science (1 Lab Science) .....4 Credits
Social Studies .....31/2 Credits
Wellness (including PE, Health and Athletics) .....4 Credits
Fine Arts.....1 Credit
Freshman 101.....½ Credit
Personal Finance.....½ Credit
Electives.....31/2 Credits

PROMOTION

Total credits needed to be promoted to the next grade are as follows:

Freshman to Sophomore .....6 credits
Sophomore to Junior.....13 credits
Junior to Senior .....20 credits

CLASS RANK

Class rank is computed at the end of each semester. The weighted class rank is computed for all students and includes all courses. The weighted value of our classes is as follows:

College preparatory	1.10
Honors	1.15
AP/Early College	1.20

EARLY GRADUATION

Shead High School is a four-year high school. Students are expected to complete the four-year graduation program. However, there are instances of accelerated and superior achievement and financial hardship, which dictate an early graduation from high school. The following is the procedure for early graduation requests.

1. The student must have a record of superior accelerated achievement or prove financial hardship in order to apply for early graduation.
2. A written request must be made to the principal prior to the completion of the sophomore year. Forms for the request can be obtained in the guidance office.
3. A letter from the parent/guardian must accompany the request, which states support for the early graduation and illustrates how the student will benefit from such an action.
4. The student, parent, guidance counselor and principal will meet to discuss all relevant issues pertaining to the early graduation.
5. Within 2 weeks of the meeting, the student will be notified, in writing, of the Principal's decision on the request for early graduation.
6. If the decision of the Principal is questioned, then the student and/or parents have 10 days to file a protest with the Superintendent. The Superintendent shall review the case, and the findings of the review shall be issued within 2 weeks in writing.
7. If the decision is still not acceptable, the student and/or parents have 10 days to file a protest with the School Board. The board shall discuss the matter at the next regularly scheduled meeting and issue their findings in writing within 2 weeks. The ruling of the board shall be final.
8. Students who receive early graduation are ineligible for honor parts.

PARTICIPATION IN GRADUATION ACTIVITIES

Graduation activities are Shead High School's way of ceremonially honoring those students who have met the responsibilities and criteria for graduation. These activities are a privilege not a right. Violations of school rules may result in loss of privileges for participation in graduation ceremonies and activities. Participation in any or all of the graduation activities is for only the students who have passed all of the basic required courses and have earned the number of credits necessary to graduate. All course work must be completed and grades finalized by 3:00 p.m. the Friday prior to graduation in order to participate in graduation activities.

INCOMPLETES

All incompletes must be made up within two weeks of the close of the grading period. Those not made up will receive the grade of the completed work for that quarter. Incomplete grades are treated as failing grades until they are made up for the purposes of athletics and honor roll.

REPORTS

REPORT CARDS

Progress reports and trimester report cards will be mailed home.

CONFERENCES (Parents/Teacher/Pupil)

At no time should parents be in doubt of their child's progress. Parents are notified of their child's progress through the report card and online at Web2School. If parents still have questions or feel that there has been a misunderstanding, they may call the school for an appointment with the teacher, counselor, or principal. Students who wish to talk with a teacher about a problem should request a conference with that teacher either before or after school, or at a time convenient for both during the day. Teachers may also request conferences with students and parents.

WEB2SCHOOL

Parents and students may access their academic progress online at Shead's Web2School link. All students are issued a username and password which will provide access to their own personal site. The grades for each student's classes will be updated by 8:00 a.m. every Monday morning.

ACADEMIC ASSISTANCE

Learning Labs

Students may be assigned to "Labs" as deemed necessary by teachers, parents and/or administration to help ensure academic success for the student.

SUPERVISED STUDY/EXTRA HELP

Teachers will be available to be in their rooms directly after school for extra help, makeup work, etc. when prior arrangements have been made. Students may get extra help on an assignment they do not understand, if they have been absent, or to make up work when appropriate.

ADDING/DROPPING SUBJECTS

The courses at Shead High School are 12 week/1/2 credit courses and should be selected with that in mind. Any change in a students schedule must be cleared through the Guidance Counselor, the student's parents/guardians and the adding and dropping teachers. In some cases, a teacher/parent/student conference may be necessary. Students shall only be able to add or drop classes during the designated add/drop period. **That period is within the first week of the trimester.** Students will continue to attend their originally scheduled class until the change becomes official. If dropping a class becomes necessary after the add/drop period the student will be assigned a grade of WP (withdraw passing) or WF (withdraw failing) depending on the grade and circumstance. This may only be done with permission of the principal.

WITHDRAWAL FROM SCHOOL

The Director of Guidance must process all withdrawals from school with final approval given by the principal. In some cases a parent/teacher/student conference may be necessary.

LONG-TERM ASSIGNMENTS, ASSIGNMENTS DUE WHEN ABSENT AND WORK MISSED WHEN ABSENT

All long-term assignments are to be handed in to the teacher on the day they are due. If a student is in school for any part of that day but absent from that class, the student is still responsible for

turning in the assignment to the teacher before leaving school that day. For example, the student came in to school in the morning and got dismissed for an appointment or a sporting event, or came to school late in the day either with an excuse or not is still responsible to pass in the assignment.

If a student is absent for the entire school day on a day in which a long-term assignment is due, the assignment must be turned in to the appropriate teacher before eight o'clock (8:00 AM) on the next day the student attends school.
Daily assignments missed due to any absence must be handed in at the beginning of the next class session in that subject. Students who miss a class are responsible for getting all make-up work from the teacher on the day that they return from their absence. If a student returning from an absence fails to see his/her teacher(s) regarding makeup work, no credit will be awarded for the work that was missed. A student who has been absent has one day to make up work for every day missed. Being absent the day before a test does not excuse a student from taking that test. Students who are absent on the day of a test will be given a make up test of different composition from the original test. Any penalties for the late assignments or daily work are at the discretion of the teacher.

All grade books close on the last day of each trimester. No assignments are to be accepted by a teacher after close of the trimester unless an incomplete is issued and must be made up within 2 weeks of the close of the trimester.

HOMEWORK

As a general rule homework assignments are due the next school day from when they are assigned. Each teacher may have their own requirements. If a student is absent from school when an assignment is due then that assignment is due the day the student returns to school. Exceptions may be made by the classroom teacher on a case by case basis.

SCHOOL ATTENDANCE

It is well documented that the number one reason for poor academic achievement of students is poor attendance to school. Also the business world reports that poor attendance in the work place is the number one concern of employers. Therefore it is imperative that students are held responsible for their attendance to school. Students are required by law to attend 175 days of school. That leaves 190 days out of school for the student. It is expected that students and parents make school attendance a priority. These attendance rules are in no way intended to place undue hardship on the student who may miss considerable time due to uncontrollable illness or other medical reasons.

GENERAL ATTENDANCE PROCEDURES

1. Absences may be checked by telephone or mail.
2. **A note with the parent or guardians signature explaining the exact reason for the absence is due the morning the student returns to school even if phone contact has been made.**
3. Doctor's notes or medical appointment cards may be required for an absence to be excused.

EXCUSED ABSENCES

Excused absences fall into the following categories:

1. Personal illness. (Documentation may be required)
2. An appointment with a health professional that must be made during a regular school day.
3. Observance of a recognized religious holiday when required during a regular school day.
4. Family emergencies.
5. A planned absence for a personal or educational purpose that has been pre-approved in writing by the administration.

UNEXCUSED ABSENCES

Unexcused absences shall be absences for any other reason than those listed above. Also, absences that do not have the proper documentation within 2 days of the student returning to school will be unexcused. **Ten (10) full days or seven (7) consecutive unexcused absences during a school year constitute habitual truancy and will be addressed according to state statutes.**

PROCEDURE FOLLOWING AN ABSENCE

1. All students are to submit a written excuse from a parent or guardian following an absence. Failure to do so will restrict the student's ability to make up the work missed during the absence.
2. Failure to submit a written excuse within two school days after an absence will result in the absence being classified as unexcused. The written excuse must include the reason for the excusable absence. The school reserves the right to request a doctor's excuse or further proof of an excusable absence after the second absence.
3. Students who must be absent for an appointment with a health professional or for other pre-announced reasons may make arrangements in advance with the office to attend or participate in extracurricular activities.

EXTENSIVE ABSENCE

Students who are unexcused absent from class more than **6** days within each trimester will lose credit for those classes, unless a written exception has been obtained from the principal for extraordinary circumstances. Students who are excused absent from class more than **6** days within each trimester will be required to make up lost time up during "Saturday School" for a time limit of up until 2 hours for each day absent. Failure to make up time by the end of the trimester will result in loss of credit for each class.

Notices will be sent home based on the following:

4 days unexcused or excused absent – call home by an administrator.
6 days unexcused absent – meeting with the student, parent, and administrator.
In excess of 6 days unexcused absent – notification of loss of credit sent home.

LATE TO SCHOOL

Students arriving late to school are to report directly to the office to check-in before going to classes. Students reporting unexcused and late to school after three offenses will receive a call home and after four offenses a parent meeting will be scheduled. On the 5th and subsequence offenses a 3 hour Saturday detention will be assigned. Legitimate excuses are the same as those listed for excused absences from school.

If a student goes 6 weeks within a trimester without any tardies to school or class their tardies will be erased from their records.

LATE TO CLASS

Students not in their classroom door by the time the bell rings are considered late to class. The teacher **may** consider a student late if they are not in their seat when class begins. Penalties are handled the same as "Late to School" penalties.

More than 15 minutes late to class without an excuse slip will be considered as an unexcused absence and be handled through the "unexcused absence" guidelines.

MAKE-UP WORK

Following an excused absence or tardy, all missed work must be made up unless the teacher determines otherwise. Make-up work may be scheduled as follows:

1. You are responsible for acquiring all make-up work. It is not the teacher's job to seek you out.

2. Upon returning to school, you will be responsible for all work assigned on the last day that you were in attendance; this includes tests where appropriate.
3. For every day that you were absent, you will have at most 2 days to make up all missed work covered during your absence unless otherwise stated by the teacher.
4. Exceptions may be granted at the teacher's discretion.

Students who are suspended from school may make up work according to the following:

1. **It is the responsibility of the student to initiate and follow up on the make-up process with the appropriate teachers.**
2. Major tests and papers may be made up under the discretion of the teacher upon returning to school.
3. Homework that was assigned prior to the suspension will be due the first day of a student's return to school. Assignments not received on the first day will receive a zero.
4. The student may do all other daily work missed during a suspension. This work is due on the second day of a student's return to school and will be awarded up to 70% of the earned grade.
5. Make-up labs for students who have missed labs due to suspension may not be allowed and may result in an alternate assignment. Students are expected to be responsible for the material covered.
6. Time for the Physical Education requirements will be arranged with the teacher and completed accordingly.

SKIPPING CLASS OR SCHOOL

Skipping is defined as missing one or more class periods or leaving campus without permission. Students caught skipping are not entitled to make up the work missed in the class(s) or for the day skipped and will be assigned to Saturday School.

SCHOOL CANCELLATION INFORMATION

In the event of storms, which might cause the closing of school, students are asked to listen to **CHANNELS 2 AND 5, WQDY, WCRQ, OR KISS 94 FM RADIO** for "no-school" announcements.

DISMISSAL FROM SCHOOL

EARLY DISMISSAL FROM SCHOOL

Early dismissal from school will be granted for the same reasons allowable for legal absences. With the exception of emergencies, requests for early dismissal should be presented to the office before school begins. One of the following procedures must be followed:

Option 1:
1. Prior to early dismissal, a written request from the parent/guardian stating the reason for early dismissal will be presented to the office. The school will make random phone calls to verify the accuracy of notes. A signature of administrative authorization will be given.
2. The student will present the office-validated note to the classroom teacher at the start of the class from which the student will be departing.
3. The student will sign out in the office at the time of departure before leaving the building.
4. Upon return to school, the student will present a note of appointment documenting the validity of the grounds for early dismissal.
5. The dismissal shall be for valid reasons that may be covered under the "Excused Absence" section of the handbook. Lunch and hairdresser appointments are examples of invalid reasons of early dismissals.

Option2:
1. Prior to early dismissal, a parent/guardian will physically report to the office with a reason for early dismissal.
2. The student will be called to the office to sign out prior to leaving the building.

3. Upon returning to school, the student will sign in with the office before entering classes.

*For either option, students should attend classes until the release time or call to the office. If a student does not have a class at that time, they must wait in the office. Students will not wait in the lobby.

LEAVING SCHOOL

Students may not leave school for any reason unless chaperoned by a staff member or given permission by the principal, assistant principal, or office personnel. Leaving school without permission is considered skipping. (This includes leaving the class group if that group is outside of the school building and/or off campus.) If a car is used, the driver will be restricted from bringing their vehicle to school as covered by the Automobile/Parking Policy (Page 26).

The consequences for leaving school without permission are as follows:
1st offense - 1 day of Saturday School and parental notification
2nd offense - 2 day suspension and administrative review
3rd and subsequent offenses will be handled with administrative review with the student and parent or guardian.

LUNCH TIME RELEASE

Students are expected to eat lunch at the high school or elementary school. Exceptions will be made only if the parent or guardian physically comes to the office and signs the student out. The release is only during the lunch period. Students are not to miss class time for extended lunch. If the time exceeds the bell schedule it will be an unexcused absence.

ATHLETIC AND EXTRACURRICULAR ACTIVITY RELEASE

Students participating in athletics and extracurricular activities are to remain in their classes until released by the office. When it is necessary for students to leave classes early to attend these events, students will be called over the P.A. system. Students should bring what they need to participate in these activities when they come to school and are not to leave classes to obtain these items. If change-up is necessary it should be done during lunch period. **Students will not be released from class to change up.**

CO-CURRICULAR

School Song
Morning Ceremonies
Notices and Announcements
Assemblies
Extracurricular Activities
Clubs
Dances
Athletics
Eligibility Requirements for Athletics

SCHOOL SONG

All students should stand when Shead's School song is played.

We're loyal to you ole Shead High.
We know you're true blue ole Shead High.
We know you're the best of the schools East to West,
And we'll treat you with zest ole Shead High. Rah! Rah! Rah!

Stand up for right ole Shead High.
Get into the fight ole Shead High.
With your black and your orange unfurled,
We'll back you against the world.
We're loyal to you ole Shead High. Rah!

MORNING CEREMONIES

Preceding the morning school announcements, the entire school will be asked to stand to pledge our flag and observe a moment of silence.

NOTICES AND ANNOUNCEMENTS

All notices are announced over the P.A. system each morning. Students putting notices on the daily bulletin must have the notices approved by their advisor and in the school office. Special notices are posted on the bulletin boards throughout the school. All notices must be approved by the administration.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.

EXTRACURRICULAR ACTIVITIES

Each student is urged to participate in one or more extracurricular activities, including athletic, music, drama and subject-oriented clubs, Student Senate, publications and interest groups.

If a student falls behind in schoolwork, extra help and teacher conferences take precedence over the extracurricular activity.

While there is no disputing the importance grades hold in education today, the most vital factor is the total education an individual accumulates. In order to take advantage of extra activities, students need to plan their activity calendar carefully. Obligations at home, and in the community, should be considered in selecting a program that will be most suitable. Parents should be fully informed of each activity, which the student participates, and be aware of its hours, schedules, practices, and/or performances.

***Students who are absent from school are not entitled to participate in or attend extracurricular activities that day unless prior arrangements are made in writing by the administration. It is the responsibility of the student to obtain the written approval.**

CLUBS

Clubs representing a variety of activities and interests are available to students and are designed to enhance the school experience. Students are encouraged to pursue whichever existing clubs they feel interest them and make suggestions for new clubs that may improve the school.

DANCES

1. Dance dates must be approved by the Student Senate and completed activity forms filed in the office at least two (2) weeks prior to the dance.

2. Dances will be held on Fridays only, unless the principal or his/her designee approves another day.

3. The administration will set the dates of the major dances, i.e. Freshman Reception, Junior/Sophomore Prom and Graduation Ball.

4. Students who have unexcused absences from school that day, or who have been suspended **WILL NOT BE PERMITTED** to attend.

5. The school reserves the right to refuse admission to anyone. Persons causing a disturbance will be ejected and may be barred from further extracurricular activities.

6. A policeman will be in attendance at the dance, unless otherwise approved by the principal of his/her designee.

7. No one will be admitted after the first hour of the dance.

8. Once you leave the dance you may not return.

9. **NO SMOKING** is allowed.

10. The only restrooms to be used during dances are those in the gym.

11. Only Shead students will be permitted to march in the Freshman Reception and the Sophomore/Junior Prom. Only students from that class are permitted to march at that specific dance. Only Shead students and graduating seniors from Shead will be permitted to march in the Graduation Ball. **For this dance only; students from another class may march with a senior.**

12. **ATHLETICS**

Shead High School has many athletic teams that are open to all students:

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Cross Country	Basketball	Softball
Soccer		Baseball
Golf		Tennis

- All students must have a physical before participating on a sports team.
- Students will receive ½ credit in wellness for each sport season they participate in from beginning of the season to the end of the season.

ELIGIBILITY REQUIREMENTS FOR ATHLETICS/EXTRA CURRICULAR ACTIVITIES

REFER TO THE SHEAD ATHLETIC HANDBOOK FOR REQUIREMENTS, RULES AND PROCEDURES

STUDENT BEHAVIOR POLICIES

All members of the Shead High School community are to be respectful and courteous of others.

Code of Conduct
Detention
Major Infractions
Suspension
Academic Honesty Policy
Student Grievance Procedures

SHEAD HIGH SCHOOL

CODE OF CONDUCT

OUR MISSION

IN PARTNERSHIP WITH HOME AND COMMUNITY, **SHEAD HIGH SCHOOL**

WILL TEACH THE KNOWLEDGE, ATTITUDES, AND SKILLS REQUIRED FOR A SUCCESSFUL, PRODUCTIVE LIFE IN THE TWENTY-FIRST CENTURY.

This Code of Conduct sets clear standards for students' actions at Shead High School. Students must be respectful of the rights of others and responsible to their own actions. They must be diligent in their studies, including their attendance and punctuality to school. They must work with those charged to provide their educational programs and services.

As we believe that the education community is an extension of the greater community, we also believe that the Shead High School Code of Conduct is an extension of public rules that we all live by to be successful and productive in our lives.

Student Rights

Shead High School is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, and orderly school environment, all students have the right to:

1. Take part in all school activities on an equal basis regardless of race, color, creed, national origin, religion, gender, or sexual orientation or disability.
2. Present their version of the relevant events to administration authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and the code of conduct and, when necessary, receive an explanation of those rules from school staff.
4. To be treated with fairness and respected by all students and adults in the school.
5. To receive a quality education in a safe environment that encourages learning and study and is free of distraction.

Student Responsibilities

All students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all school policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular activities and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators, and other school personnel in a positive and respectful manner.
6. Ask questions when they do not understand.
7. Seek help in solving problems that might lead to discipline.
8. Dress appropriately for school and school functions.
9. Accept responsibility for their actions.
10. Conduct themselves as representatives of Shead High School when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standard of conduct and sportsmanship.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student hygiene, dress and appearance. Teachers and all other school personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's grooming, dress and appearance, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments, such as tube tops, net tops, halter tops, plunging necklines (front and/or back), and bare midriffs are not appropriate.
3. Ensure that underwear is completely covered with outer clothing. Pajama style pants are not allowed.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats in the school except for a medical or religious purpose.
6. Not include items that are vulgar, obscene or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

The principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Shead High School recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action when they:

Engage in conduct that is disorderly. Examples of disorderly conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are lewd, vulgar or abusive.
4. Engaging in any act that disrupts the normal operation of the school community.
5. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate web sites; or any other violation of the district's acceptable use policy and/or building procedures.

Engage in conduct that is insubordinate. Examples of insubordinate conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school staff in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing, or leaving school without permission.
3. Skipping detention.

Engage in conduct that is disruptive. Examples of disruptive conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Engaging in public displays of affection – hugging, kissing, etc. "Holding hands" is allowed as long as it does not interfere with the normal flow of corridor traffic.

Engage in conduct that is threatening. Examples of threatening conduct include:

1. Threatening to commit an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, or other school employee or attempting to do so.
2. Threatening to commit an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.

Engage in conduct that is violent. Examples of violent conduct include:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, or other school employee or any person lawfully on school property.
7. Intentionally damaging or destroying school property.

Engage in any conduct that endangers the safety, morals, health, or welfare of others. Examples of such conduct include:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as, ridiculing or demeaning.
6. Threats or intimidation, that include engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, organization, club, or team.
8. Selling, using, or possessing obscene material.

9. Using vulgar or abusive language, cursing, or swearing.
10. Smoking a cigarette, cigar, pipe, or using chewing or smokeless tobacco.
11. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either.
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated.

Engage in any form of academic misconduct. Examples of academic misconduct include:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.
6. Forgery

Disciplinary Actions

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The nature of the offense and the circumstances that led to the offense.
2. The student's prior disciplinary record.
3. The effectiveness of other forms of discipline.
4. Information from parents, teachers and/or others, as appropriate.
5. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

This chart is a guide for disciplinary consequences. It is understood that the Shead High School administrators have the right to exceed any of these steps depending on the severity of the offense.

OFFENSE	FIRST STEP	SECOND, THIRD AND FOURTH STEPS	FIFTH and SUBSEQUENT STEPS
Late to school	Warning	Warning/Detention	Detention/Suspension
Cutting class	Detention – possible loss of class credit	Detention/Saturday School, possible loss of class credit	Saturday School/ Suspension, possible loss of class credit
Truancy	Saturday School/Suspension	Saturday School/Suspension	Saturday School/Suspension, possible loss of class credit
Forgery of notes/passes	Saturday School/ Suspension	Saturday School/ Suspension	Suspension
Leaving grounds without permission	Suspension	Suspension	Referral to Superintendent
Smoking	10 day suspension	10 day suspension	10 day suspension
Verbal abuse and/or threats to staff	Minimum 5 days suspension	Minimum 10 days suspension, Superintendent's hearing	Superintendent's hearing, possible expulsion
Verbal abuse, bullying and threats to peers	Detention/Saturday School/Suspension and/or Superintendent hearing.	Saturday School/ Suspension and/or Superintendent hearing.	Suspension and/or Superintendent's hearing.
Disruptive behavior	Warning, detention or suspension	Detention or suspension	Suspension
Fighting	3 days minimum suspension or possible expulsion	10 days minimum suspension or possible expulsion	10 days minimum suspension, Superintendent's hearing, possible expulsion
Vandalism	Detention/Suspension and pay for damages. Referral to Superintendent for hearing.	Suspension and pay for damages. Referral to Superintendent for hearing.	Suspension and pay for damages. Referral to Superintendent for hearing.
Theft	Suspension and/or Superintendent hearing.	Suspension and/or Superintendent hearing.	Suspension and/or Superintendent's hearing.
Use of Unacceptable Language	Warning or detention	Detention	Suspension
Possession of Drugs/Alcohol	Minimum of 10 day Suspension – loss of privileges- referral to superintendent and police	Minimum of 10 day Suspension – loss of privileges- referral to superintendent and police	Minimum of 10 day Suspension – loss of privileges- referral to superintendent and police
False alarms/bomb threats	Suspension – referral to superintendent and police	Suspension – referral to superintendent and police	Suspension – referral to superintendent and police

Weapons	Suspension-risk assessment - possible expulsion-police notified	Suspension-risk assessment - possible expulsion-police notified	
Other	Administrative discretion		

Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal or the Superintendent or their designees.

In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing the student. Corporal punishment of any student by any district employee is strictly forbidden.

All school rules and regulations are applicable at all school functions (i.e.; school trips, dances, proms, athletic events, concerts.)

DETENTION

Office detentions are assigned by building administrators. The classroom teacher may assign class detentions.
An office detention period will be held Monday through Thursday unless canceled by the office. The period will start at 2:35 p.m. and end at 3:35 p.m. Office detention takes precedence over **ALL** other non-school activities. The principal or his/her designee alone can excuse a student from office detention. Students engaged in school-sponsored activities on the day of a scheduled detention will serve until released by the person in charge of the activity. They will complete the remainder of the time the following detention period.

There is **NO TALKING OR COMMUNICATION** during the detention period. Students will enter the detention room, take seats, and remain there until dismissed. Students **ARE NOT** to leave the room during the detention period without written permission from the detention supervisor. There will be **NO GUM, SODA, CANDY** etc. allowed in the detention room. Students are to bring and to use study materials. Students may be required to complete the Behavioral Reflection material as part of the detention process. Detention is a form of discipline and the above rules will be strictly enforced. If they are not followed another detention will be issued and the student will be required to serve the detention again. If the problem continues the student may receive suspension for disrespect.

Students receiving detentions will be notified by the principal, assistant principal or teacher through a behavioral referral form and/or through verbal communication, one copy of the written form will be kept by the office. Skipping an assigned detention will result in the doubling of the detention.

Students will serve their detentions the day they are given unless there is an emergency that is approved by administration. Failure to serve a detention will result in being scheduled for Saturday School.

If a student should accumulate 5 detentions for minor office referrals, it will immediately result in serving a Saturday School session. This session will reduce the accumulated detentions to 0. Should the student merit additional detentions during the school year the following consequences will result:

2nd group of 5 detentions – 3 days suspension
3rd group of 5 detentions – 5 days suspension
4th group of 5 detentions – 7 days suspension
5th group of 5 detentions – Expulsion hearing by school board

*Severe or repetitive violations of any detention meriting offenses may result in immediate suspension.

ADMINISTRATIVE GUIDELINES

When the student is a threat to the safety of other students or staff, the student will be removed from school and referred to administration for suspension.

Repetitive or severe violations of school rules will also result in referral to administration for suspension.

The Principal or Assistant Principal will call the police when there is a violation of the law.

Students who have been suspended from school may be required to attend a conference accompanied by a parent or guardian with the principal before being readmitted. See the suspension policy for more details. These guidelines set the minimum penalty. Increased penalties up to and including expulsion may be considered.

The principal or designee will deal with any incident that disrupts the efficient operation of Shead High School in a manner consistent with the education laws of the State of Maine.

SUSPENSION

Suspension is the dismissal of students from school for a specific period. Students will be suspended for the reasons listed in the handbook and any other situations, which are deemed necessary to maintain the proper functioning and order of the school. The student is responsible for all of the material covered during the suspension.

If suspended from school for flagrant violations, the student will receive immediate dismissal and the suspension will begin the following day.

Suspension for all other situations will begin on the next school day. A student will serve their suspension the day after being notified for these situations.

Students who have been suspended will not be permitted on school grounds during the regular school day, nor will they be permitted to attend school-sponsored activities until they have been reinstated in school.

Admittance after a suspension requires administrative review with the student and a parent or guardian.

See the Make-Up Section for more information.

SATURDAY SCHOOL

Saturday School serves two purposes – time to make up school work and/or time and for disciplinary reasons. The session runs from 9 a.m. – 12 noon on designated Saturdays. Additional hours may be added depending on circumstances. Students are expected to be in the assigned school room on time and with work to do. The same decorum guidelines as detention hall are expected of all students.

LOSS OF PRIVILEGES

Students who violate school rules will be subjected to loss of school privileges. This loss will include but not be limited to: participating on extra- and co- curricular teams and events, school trips, honor ceremonies, and graduation ceremonies.

ACADEMIC HONESTY POLICY

All members of the Shead High School community are expected to demonstrate honesty, integrity, and trust at all times.

Academic work submitted by a student should be an original effort. Copying or allowing other students to copy outside class work, plagiarism of other people's words or ideas including failure to cite written, electronic, or verbal sources, cheating on exams, or the theft, distribution or unauthorized use of testing materials will not be tolerated. Students should be aware of the guidelines established by their individual teachers concerning the use of materials found on the internet. The following consequences will be in effect for violations:

Level 1 violations
Copying or allowing to be copied: homework, lab reports, or other student's work.
Consequence: zero on the assignment

Level 2 violations
Plagiarism on reports, term papers and projects
Cheating on exams
Repeated Level 1 violations
Consequence: zero on the assignment and official notification of parents by phone and followed up with a letter.

Level 3 violations
Unauthorized distribution or use of test materials
Repeated Level 1 or 2 violations
Consequence: zero on the assignment and 3 day suspension

STUDENT GRIEVANCE PROCEDURE

Students and parents always have the right to a fair and impartial resolution of conflicts. The following procedure is in place to insure the impartiality of the resolution of any conflict.

1. Any complaint should be dealt with at the lowest possible level first. Explain your concerns to the technician, coach, teacher, etc. involved and try to work through the problem.
2. If the resolution at the first level is not acceptable to you, you should contact the Principal within 5 days.
3. The Principal will hear the complaint, investigate and notify you of a decision within one week.
4. If you are not satisfied with the Principal's decision, within 5 days contact the Superintendent with the complaint.
5. The Superintendent will investigate and issue a ruling within a week.

6. If the ruling is not satisfactory, you may file a grievance in written form to the Eastport School Committee.

The grievance may be heard at the next regularly scheduled committee meeting. The School Committee will make a decision within ten days and issue their finding and decision. The ruling of the School Committee is final.

GENERAL POLICY ISSUES

Beepers and Cell Phones
Fire Drills
Food
Guests
Library / Media Center
Lockers
Lunch
Restrooms
Telephone Use
Textbooks
Automobiles / Parking
Throwing Snowballs
Valuables
Electronic Music and Video Devices

BEEPERS AND CELL PHONES

Students are not allowed to carry and/or use cell phones or pagers anywhere at Shead High School. Beepers and cell phones will be confiscated and placed in the main office. Student may pick them up at the end of the school day. If one needs to be contacted, the office may take messages and relay these messages to the individual. Repeated violations will result in a phone call home and other disciplinary measures.

FIRE DRILLS

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, the students will immediately stand and leave the room single file. No one is to pass another or break the line of march. Running is not permitted. The first students to reach the outside doors are to hold the doors open until everyone else is out of the building. Students are to remain at least fifty feet away from the building until the signal to re-enter is given by either the principal or his representative.

FOOD

Absolutely NO FOOD or DRINK items are to be eaten in the classrooms except for special exceptions. Clear bottled water is an exception. Food and drink items are NOT to be consumed out of the lobby area. Garbage is to be put in the proper containers.

FORMS

There are many forms that are required by Shead High School to ensure the safe and smooth operation of the school. These forms include the - LOCAL INTERNET NETWORK ACCESS AGREEMENT, EMERGENCY INFORMATION FORM, THE RELEASE OF INFORMATION TO MILITARY RECRUITERS AND COLLEGES FORM, AND THE SHEAD HIGH SCHOOL HANDBOOK AGREEMENT FORM. These forms are due into the office by the second week of school or students may not be permitted to take part in school activities. It is also requested that all parents fill out the free and reduced school lunch form. Even if your child does not take part in the school lunch program at Shead it is important that the school has your information in order to receive federal and state funds for additional academic programming for our students.

These forms (except the handbook agreement from) were sent home in a previously school mailing. If additional forms are needed please contact the school immediately.

GUESTS

Any student who wishes to bring a guest must apply for approval from the office and from the teachers of the classes involved at least one day in advance. Babies are considered guests and it is necessary to receive approval to bring a child to school as well. As a general rule a guest will be allowed to visit Shead High School only once with proper approval.

All guests are to respect the school rules and may be asked to leave immediately if they are disrupting the learning process.

LIBRARY/MEDIA CENTER

The library is a place for reading, study, and research, **NOT** socializing.

Students borrowing books from the library are expected to take care of them, and return them in good condition when due. Students may receive detention and/or fines for overdue books, and will be charged for lost or damaged books.

Students may use the Library computers, but are not allowed to download programs or discs from home, without direct authorization by the aide overseeing the lab. Likewise, they are not to download games and programs to the computers without authorization.

LOCKERS

Lockers are available for student use. They provide storage of textbooks. Once the office has assigned a locker it is held jointly between the student and the administration and cannot be switched. Learn how to open your lock and don't give out your locker combination. Students are to keep their lockers locked. Students are not to jam lockers open. Anyone found tampering with another locker, without the permission of the student using it will be subject to disciplinary action. Random locker searches will occur. All lockers are jointly accessible to the student and school officials and may be subject to search at the discretion of school officials. Lockers must be kept tidy and not display inappropriate materials.

BREAKFAST AND LUNCH

Students using the Elementary cafeteria for breakfast and/or lunch must sign up and pay before eating. Breakfast sign up will be at the cafeteria and lunch sign up will be in the main office. Students who are signed up are required to stay and no refunds will be given. Students are to leave the lunchroom when their breakfast or lunch period is over, and there is to be no smoking or littering between schools. Otherwise breakfast or lunch is to be eaten in the lobby/lunchroom or in front of school only. Students are not permitted to be at the side or back of school building during breakfast and lunch.

RESTROOMS

You may use the restrooms before and after school, during lunch, between class periods or during study hall. You are expected to keep them clean and not to loiter or smoke there, to write on the walls, or cause any other damage to the facilities. If you are ill, do not remain in the restrooms; report to the office.

TELEPHONE USE

Because of the need to keep telephone lines open because of emergency situations, telephone calls must be kept at a minimum. Students wishing to use a telephone should use the pay phone located in the lobby area. The telephone is not to be used during class time **except in cases of extreme emergencies.** There is ample time between classes to use the phone. If the telephone is to be used to get excused because of illness or another emergency, the telephone in the office must be used and an administrator or office personnel must speak with the parent or guardian.

TEXTBOOKS

It is the student's responsibility to keep books neat and in good condition. **BOOK COVERS ARE REQUIRED,** and lost or damaged books must be paid for before grades are issued.

THROWING SNOWBALLS

Throwing snowballs can be dangerous and for that reason it is not permitted on school property.

TRANSPORTATION GUIDELINES

AUTOMOBILES/PARKING

Students driving motor vehicles to school must park them in the lower area at the rear of the gymnasium within the designated parking spaces. The upper area is reserved for the staff. The handicap area is reserved for the handicapped. **The speed limit is 10 m.p.h.** Misuse of a motor vehicle will result in the loss of parking privileges. Motor vehicles are not to be parked in the small parking lot in front of the school, nor are they to be driven to the Elementary School. Students are not to remain in cars in the parking lot or enter cars from the time they arrive until they are dismissed from school.

The vehicle must be parked properly in the school parking lot. If a student is discovered by school authorities to have driven a vehicle off campus without permission the following consequences will be instituted:

1st offense – revoke driving privileges for 10 school days.
2nd offense – revoke driving privileges for 20 school days.
3rd offense or major offense at any time – revocation of driving privileges for the remainder of the year.

Failure to follow the revocation of parking privileges will result in a 3 day school suspension for defiance and disrespect.

With respect to issues of safety or other vehicle related actions on or adjacent to school grounds, the school may act on its own.

VALUABLES

Students are warned against leaving large amounts of money, electronic equipment, cameras, or other valuable items in lockers, gym locker rooms, or classrooms. **The school is not responsible for lost or stolen items.**

ELECTRONIC VIDEO AND MUSIC DEVICES

Students are not allowed to carry or use personal video devices at Shead High School. If found they will be confiscated by staff and may be picked up at the end of the school day. Music devices may be used only before the first warning bell to start the school day and during lunch and that use will be acceptable only in the school lobby or outside the building. There may be a time in which it an individual teacher may require or allow the use of a music device within their classrooms. This is the only exception of the rule.

SCHOOL DEPARTMENT POLICIES

Parent's Rights
Dissemination of Information
Internet and Appropriate Use Policy
Amendment of Records
Student Hazing Policy
Drug Abuse Policy
Family Educational Rights and Privacy Act
Affirmation Action Policy
Exploitation / Sexual Harassment
Unlawful Discrimination
Americans with Disabilities Act
Student Harassment

PARENT'S RIGHTS

A parent may inspect and review student records by contacting the principal of the student's school. The inspection and review shall take place as soon as possible, but in no instance later than forty-five days. Should the parent request, copies will be provided at the schools expense. Copies, thereafter, shall be at the expense of the parent. The fee will be established on a yearly basis by the central office. Under no circumstances shall a parent be denied a right to have time to copy this record. The record will be made available within thirty days of parent's request.

DISSEMINATION OF INFORMATION

1. Personally identifiable information will not be released from an education record without the prior written consent of the parent or eligible student, except under one or more of the conditions described in 34CFR 99.31 and Chapter 101, 12.4 for special education students.

2. Information can be disclosed to school officials. School officials being Superintendent, Principals, Special Education teacher aides, counselors, speech therapists, psychologists, Chapter I personnel and school nurses.

AMENDMENT OF RECORDS

1. If a parent or eligible student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student rights, he or she may ask the school principal to amend the record.

2. The principal shall decide whether to amend the records as requested. This will be done within 15 days of the request. If the request is denied the parent or eligible student will be informed of his or her right to a hearing (34 CFT 99.20) The hearing will be conducted in accordance with 34 CRF 99.20. In case of a special education student, the regulations in Chapter 101, 12.8 will be followed.

STUDENT HAZING POLICY

Maine statute defines injurious hazing as "any action or situation that recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school."

It is the policy of the School Committee 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 the school unit 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 this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures.

In the case of an organization affiliated with this school unit, which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

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

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

DRUG ABUSE POLICY

Drug/Alcohol addiction is not a crime, but a form of physical and mental illness and should be treated as such. However, possession, sale or transfer of drugs/alcohol by minors is a crime and will be dealt as such.

The school strongly recommends that the total education community recognize the clear and present danger of drug and alcohol abuse in school. We understand that parents, teachers and administrators tend to deal with the problem in different ways. Consequently, we request that a clear and comprehensive policy be adopted and strongly adhered to in regard to the use of drugs in the school system.

We further recommend that all personnel involved in education avail themselves of the opportunity to become fully informed regarding abuse. This type of awareness will, we hope, prevent rash and ill-considered judgments on the part of all concerned.

This policy is to be distributed to all students, staff and parents.

1. DIRECT POSSESSION, SALE, OR TRANSFER OF DRUGS/ALCOHOL IN SCHOOL, ON SCHOOL PROPERTY, OR AT A SCHOOL FUNCTION:

A. Direct possession, sale, or transfer of drugs/alcohol will result in suspension for ten school days.
B. The principal will notify the superintendent of schools in writing as soon as possible.
C. Parents will be notified as soon as possible.
D. Police will to be notified as soon as possible.

2. SUSPICION OF POSSESSION, SALE OR TRANSFER OF DRUGS/ ALCOHOL IN SCHOOL, OR ON SCHOOL PROPERTY:

A. Suspicion of possession, sale or transfer of drugs/alcohol will result in a search led by the school official in charge.
B. If drugs/alcohol are found, steps A, B, C, and D of the Direct Possession Section are to be followed.
C. If drugs/alcohol are found, they will be turned over to the police.

3. STUDENTS UNDER THE INFLUENCE OF DRUGS/ALCOHOL IN SCHOOL, ON SCHOOL PROPERTY, OR AT A SCHOOL FUNCTION.

A. If a student appears to be under the influence of drugs/alcohol, the following steps are to be taken by the school official in charge:

1. Parents are to be notified as soon as possible.
2. Police are to be notified as soon as possible.
3. School nurse or health professional is to be contacted if the situation warrants.
4. For a first offense, the student will be suspended for up to ten days, and shall participate in a program of drug counseling approved by the administration.
5. When a student is referred to the guidance counselor/principal for a drug-abuse problem, no punitive action will be taken for the first offense, provided the student successfully complete a program of rehabilitation or therapeutic counseling approved by the administration. Referral may be made by self, friend, family, teacher, or coach.
6. For a second offense, the student shall be placed in a corrective counseling/rehabilitation program and shall not be allowed in school until the problem has been addressed.

B. The supervising school official will notify the Superintendent of Schools in writing, as soon as possible.

4. SUSPICION OF DRUG/ALCOHOL INFLUENCE

This shall be taken to mean any disruptive or marked change in appearance, behavior, achievement, or attitude on the part of the student, or by his verbal admission.

A. If a student is suspected to be under the influence of drugs/alcohol, the following steps are to be taken:

1. A private conference is to be held with the student to determine whether the student has used drugs or alcohol.
2. The student's parents are to be contacted as soon as possible.
3. If the student's health is endangered, the student will be transported to the nearest emergency room.
4. If the student has used drugs or alcohol, he or she will be suspended for up to ten school days. A second offense will be treated consistently with Sections I, II, and III.
5. The supervising school official will notify the superintendent of schools in writing, as soon as possible.
6. In any situation involving drugs or alcohol, the student will not be permitted to drive and must be transported home by parents and/or police.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (F.E.R.P.A.)

State and federal law mandate this annual notification.

Please be advised that Union 104 schools will comply with the Family Educational Rights and Privacy Act of 1974, P.L. 93-380, as amended by P.L. 93-568.

1. The purpose of the law is to protect the privacy of parents and students through fair information practices.

2. The law covers all educational records which contain personally identifiable information directly related to a student.

3. Personally identifiable information from educational records of a student shall not be disclosed except as permitted or required by law.

4. Parents and eligible students may inspect and review their records in the presence of a member of the professional staff.

5. Parents and eligible students may seek to correct or amend educational records when they believe such correction or amendment is justified by requesting such correction or amendment of the principal in charge of records.

6. A copy of the complete act shall be available in the office of the superintendent of schools for your inspection.

AFFIRMATIVE ACTION POLICY

It is the policy of the Eastport School Department to ensure equal employment and educational opportunities and affirmative action regardless of race, sex, color, national origin, marital status, age, handicap, sexual orientation, or religion in accordance with all federal and state laws and regulations to discrimination. Sexual harassment is recognized as a form of sex discrimination.

EXPLOITATION/SEXUAL HARASSMENT

Sexual harassment is prohibited in the school system. Sexual harassment may consist of, but is not limited to:

1. Submission to, or rejection of, conduct as the basis of academic decisions affecting the individual.

2. Sexual conduct having a negative purpose or affect upon an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment
3. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects, pictures, or cartoons.
4. Continuing to express sexual interest after being informed that the interest is unwelcome.
5. Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of student, including promises or threats regarding grades, course admission, performance evaluations, or recommendations, enhancement or limitation of student benefits, or services (e.g. scholarships, financial aid, work study job).
6. Inappropriate attention of a sexual nature from peer(s), i.e. student to student, employee to employee.

EXAMPLES OF PROHIBITED SEXUAL HARASSMENT:

1. Unwelcome sexual advances
2. Requests for sexual favors.
3. Verbal/physical conduct of a sexual nature.

PREVENTION IS THE BEST TASK FOR THE ELIMINATION OF SEXUAL HARASSMENT. THE DISTRICT TAKES ALL STEPS NECESSARY TO PREVENT SEXUAL HARASSMENT.

UNLAWFUL DISCRIMINATION

Unlawful discrimination includes: Aiding, abetting, inciting, compelling or coercing another to do any of such types of unlawful discrimination; obstructing or preventing any person from complying with this Act or any order issued in this subsection; attempting to do any act of unlawful discrimination; and punishing or penalizing, or attempting to punish or penalize, any person for seeking to exercise any of the civil rights declared by testifying in any proceeding brought in this subsection.

Union 104 does not discriminate on the basis of race, color, national origin, sex, or handicap in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies.

KATHY LAWRENCE
UNION 104 OFFICE
853-2567

AMERICANS WITH DISABILITIES ACT

This School Union 104 complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA, as applied to school districts, requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of school union services, programs, or activities.

Accordingly, this School Union will not refuse to allow a person with a disability to participate in a School Union service, program, or activity simply because the person has a disability.

This School Union will not provide services or benefits to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective.

This School Union will not subject individuals with disabilities to discrimination in employment under any service, program, or activity conducted by the School Union.

This School Union will take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

This School Union will make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a School Union program would result.

This School Union will operate its programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities. Individuals needing sign language, Braille, or other special accommodations should contact the school union central office at 853-2567 between the hours of 8:00 a.m. and 4:00 p.m. We ask that these requests are made seven working days in advance.

For Further Information:
In accordance with Section 35.106 of the ADA's Title Two Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from the School Union and from:

Office on the Americans with Disabilities Act
Civil Rights Division
U.S. Department of Justice
Washington, DC 20035-6118
(202) 514-0301 (voice) or (202) 514-0381 (TDD).

Section 504 of the Rehabilitation Act of 1973

Information and Annual Notice

Section 504 is a federal Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone whom:

1. has a mental or physical impairment which substantially limits one or more life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);

2. has a record of such an impairment.

In order to fulfill its obligation under Section 504, Maine School Union 104 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs or practices in the school system.

The school union has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school union, s/he has the right to file a grievance, without fear of reprisal, with the Section 504 Coordinator (Janet Weston, Administrator of Special Services, 102 High Street, Eastport, ME. 04631). When the complaint relates to the identification, evaluation or placement of a student with a disability, the parent or guardian may request a due process hearing with an impartial hearing officer, if the Section 504 Coordinator cannot resolve the difficulty.

STUDENT HARASSMENT

Maine School Union 104 recognizes the right of each student to perform in an atmosphere that is free of intimidation, ridicule, hostility and offensiveness. In order to insure such an atmosphere, Maine School Union 104 employees should not engage in harassment of students and student should not harass other students. Harassment is abuse based upon race, color, sex, religion, age, national origin or handicap. Acts of this nature are not only violations of school policy but also constitute illegal discrimination under State and Federal laws.

Examples of prohibited harassment:
1. Offensive jokes.
2. Threats that imply physical abuse or are inappropriate in an education setting.
3. Unwelcome sexual advances, gestures, comments or contact.

4. Ridicule, slurs, derogatory action or remarks.

Students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if a student feels uncomfortable with confronting the harasser, the student is encouraged to inform the school principal and/or Affirmative Action Coordinator at the earliest opportunity.

Students who believe that they are victims of harassment should report such occurrences to the school principal and/or Affirmative Action Coordinator. The Affirmative Action Coordinator in conjunction with the school principal shall investigate the incident as well as advise the person who has allegedly been harassed of the various options available to the person. These include utilizing the Union's complaint procedure; filing a complaint to the federal office for Civil Rights (Title of the Civil Rights Act of 1964); or taking civil action based on Title IX of the Education Amendments of 1972.

INTERNET AND APPROPRIATE USE IJNDB-E2

The Eastport School Committee, hereinafter referred to as the "Committee," believes that the use of the Internet in instructional programs is an educational tool which facilitates communication, innovation, resource sharing and access to information. On account of the complex nature of accessible networks and the magnitude of potential information available to students utilizing the Internet, the Committee believes comprehensive guidelines in the form of administrative procedures are warranted in order to serve the educational need of students and adults.

Student persons (students, teachers, administrators, support personnel and volunteers) utilizing the Internet shall comply with the Eastport School Committee administrative procedures regarding the Internet use. The Committee, via its Superintendent, principals and their designees or appropriate staff, reserves the right to monitor all computer and Internet activity by school persons. Privacy is not guaranteed and should not be expected.

In addition, use of the Internet is a privilege, not a right. Persons violating the Committee's policy/administrative procedure shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

The Committee makes no assurances of any kind, whether expressed or implied, regarding any Internet services. The school unit will not be responsible for any damages the person/user suffers. Use of any information obtained via the Internet is at the person's own risk. The school unit specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

In order for a person to gain access to the Internet, that person must sign an agreement. If a student, the student and the student's parent(s)/guardian(s) must sign an Internet Network Access Agreement.

The Superintendent is authorized to amend the following Committee-approved initial administrative procedures as s/he deems necessary and appropriate consistent with this policy. The Superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of Committee counsel.

The global and fluid nature of the Internet's network contents make it extremely difficult for the Committee to regulate and monitor completely the information received or sent by students. As such, the Committee cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communication.

INTERNET AND APPROPRIATE USE POLICY
Before you sign, read this

With the arrival of a comprehensive computer network to the Eastport school via the Telecommunications Act of 1996 and the subsequent Bond Issue voted on by the citizens of Maine, the Eastport School Department will be able to provide a virtually unlimited supply of resources and information to the school. Users (students, school personnel, volunteers, and officials) will have an enormous responsibility. All school rules, but particularly those concerned with dishonesty and hazing, are applicable to all uses of computers and related technologies. The following regulations exist to ensure the appropriate use of the network at Eastport.

1. Gaining access to the accounts and files of others is forbidden. This rule protects all users on the network. Taking advantage of any user who inadvertently leaves a computer without logging off is no different from entering an unlocked room and stealing, reading, or destroying someone's personal property.
2. Striving to undermine network security, to cripple serviceability of the network, or to bypass passwords set by administrators is forbidden. Assisting others by sharing information or passwords also violates these rules and is forbidden.
3. Improper use (plagiarism) and improper distribution of information (software piracy) is forbidden. The local network and Internet is a valid instructional tool and valuable academic and library resource.
4. Using the local network and Internet for commercial purposes or in support of illegal activities is forbidden. E-mail is for school-related communications. Talk to a network administrator if you are in doubt about definition of illegal activity.

5. Students and all school officials and personnel are representatives of Eastport and are expected to behave in accordance with Federal and Maine civil rights education statutes and ensuing regulations.
6. Eastport School Department network resources are considered property of the Eastport School Department and are subject to impromptu searches at any time.

Attached is a more detailed account of adopted regulations.

REGULATIONS

1. Persons must attend an Internet orientation session before an account will be issued to them.
2. Transmission of any material in violation of any U.S. or Maine regulation or statute is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, anarchist* or terrorist* information, or materials protected by trade secret.
3. Executable software is not to be installed on the network.
4. Floppy disks must be scanned for viruses before use in any computer.
5. Do not use, or attempt to use, another person's account, with or without permission.
6. For your own protection, do not make public or share your home address, home phone number, password, or any other personal data with another individual. Furthermore, do not reveal any personal data about any other person.
7. If you feel you can identify a security* problem, you should identify the system/school computer administrator immediately. Do not demonstrate the problem or reveal it to other users or attempt to repair it yourself.
8. Log off of the network before turning off the computer equipment.
9. As a courtesy to other users waiting to use the Internet, observe a self-imposed limit of one hour online per day.
10. Prepare large text files with a word processor before logging on.
11. Log off the Internet before editing and printing downloaded diskettes.
12. Limit printing to 10 pages per session. Additional pages may be approved by the system/school computer administrator.
13. Food, drink, candy, and chewing gum are not permitted in the computer area.
14. Do not abuse or vandalize* the equipment or furnishings in any way.
15. Do not use aliases or handles on the Internet.
16. Visiting any improper or adult site is not allowed.
17. If you accidentally arrive at an improper or adult site, notify your teacher or network administrator immediately. Failure to notify is considered an offense.
18. If you are not sure if the site is improper, leave the site immediately and give the address to your teacher or the system/school computer administrator.
19. Limit personal storage space to one Meg. If you temporarily need more room to download or upload a large file, inform the system administrator who can extend additional space for a limited period of time.
20. The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include, but are not limited to the following:
    A. Accessing, sending or posting materials or communications that are abusive, obscene, sexually oriented, threatening, contrary to the school's policy on harassment, harassing, or illegal and are damaging to another's reputation.
    B. Wastefully using resources in a fashion inconsistent with direction from teachers and other staff.
21. All files are considered property of School Union #104 and can be searched or read at any time by the system/school administrator.
22. Internet games and MUDS are not permissible.

DEFINITIONS

*Anarchist/terrorist information is that which is weapon-related such as instructions on how to make a bomb or buy illegal guns, or is information used to overthrow established groups or governments. Anarchist/terrorist information is not illegal, so it can be found over the Internet. Acting upon that information (buying guns, overthrowing governments, etc…) is illegal. It is against our local Internet policy to obtain any anarchist/terrorist information.

IRC is the Internet-Relay-Chat – online conversations with other individuals logged onto the Internet. Most conversations are harmless and can be educationally beneficial. Conversation will be monitored for inappropriate use.
*Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school unit's equipment or materials, data of another student, the Internet, network, or agency. This includes, but is not limited to, the uploading or creation of computer viruses.
*MUDS – multi-user games dealing with the occult and inappropriate fantasy.
*Network Etiquette

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal the personal addresses or telephone numbers of any users.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Please be sure to read in full the adopted policy and its more detailed regulations before signing the USER AGREEMENT. Return the USER AGREEMENT to the network administrator. We recommend you keep the policy and its accompanying regulation and a copy of your signed USER AGREEMENT on file in your home.

Eastport School Committee
First Reading 05/07/97
Second Reading 06/04/97
Adopted 08/06/97

Attachments (4):
Personnel Local/Internet Network Access Agreement
Important Notice to Parents
Student Local/Internet Network Access agreement
Student/Parent Application for Internet Account **IMPORTANT NOTICE TO PARENTS**

Due to the nature of the Internet, it is neither practical nor possible for the Eastport School Committee to enforce compliance with user rules at all times. Accordingly, school personnel, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. Therefore, parents must participate in the decision whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its use.

As a parent/guardian of this student, I have read the Internet and Appropriate Use Policy and administrative procedure and this Internet Network agreement.

I understand that Internet access is designed for educational purposes and that the school unit will attempt to discourage access to objectionable material and communications that are intended to exploit, harass or abuse students. However, I recognize it is impossible for the Eastport School Committee to restrict access to all objectionable material, and I will not hold the school unit responsible for materials acquired or contacts made on the network.
I understand that a variety of inappropriate and offensive materials are available over the Internet and that it may be possible for my child to access these materials if s/he chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intentioned individuals to communicate with my child over the Internet, that there is no practical means for the school to prevent this from happening, and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the staff to monitor any communications to or form my child on the Internet, I recognize that it is not possible for the school to monitor all such communications. I have determined that the benefits of my child having access to the Internet outweigh potential risks.
I understand that any conduct by the above named student that is in conflict with these responsibilities is inappropriate, and such behavior may result in the termination of access to the Internet or computers and possible other disciplinary action.
I have reviewed these responsibilities with my child, and I hereby grant permission to the school unit to provide Internet network access.

I agree to compensate the school unit for any expenses or costs it incurs as a result of my child's violation of the Internet policy or administrative procedure.

Complete the attached application and return it to the principal.
LOCAL / INTERNET NETWORK ACCESS AGREEMENT

Name:_____School:_____

Home Address:_____

I have read and understand the Easport School Department's Internet Acceptable Use Policy (IJNDB). I accept responsibility to abide by the Easport School Committee's Internet Network Access Policy and Procedures as stated in this agreement. I understand the use of the Internet and access to computers and local area network is a privilege, not a right. I agree to adhere to the following rules and regulations:

- To use the local network / Internet network for appropriate educational purposes and research and administrative purposes.
- To be considerate of other users on the network and use appropriate school language for all situations.
- To strive not to intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- To report immediately any security problems or breaches of these responsibilities to the responsible school / system computer administrator.
- To comply without exception with all of the rules in the Internet Appropriate Use Administrative Procedure and Network Etiquette.
- To retain the privacy of personal information such as addresses and telephone numbers over the Internet.
- To be financially responsible for any product or services ordered by me via the computer.

I understand that I have no right to privacy when I use the school Internet network, and I consent to staff monitoring of all my communication.
I also understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of network access and possible disciplinary action.
I understand that should I abuse the Internet or server restrictions, I will be subjected to the following disciplinary action:

FIRST OFFENSE: Denial of use of school Internet for a calendar year.
SECOND OFFENSE: Denial of use of school computers for a calendar year.

Student Name (please print):_____

Student Signature:_____Date:_____

Parent Signature:_____Date:_____

Systems Approval:_____Date:_____

This form must be signed by both student AND parent/guardian before access will be granted.

ALL STUDENTS MUST HAVE THIS COMPLETED FORM ON FILE IN THE OFFICE

Grade _____ **D.O.B.** _____ **Home Phone #** _____

Student's Name _____

Mother's Name _____

Address _____ **Phone #** _____

Father's Name _____

Address _____ **Phone #** _____

Where can parents be reached if not at home? _____

List two neighbors or nearby relatives who will assume temporary care of your child if you cannot be reached:

1. Name _____ **Phone #** _____

Address _____

2. Name _____ **Phone #** _____

Address _____

IN CASE OF ACCIDENT OR SERIOUS ILLNESS, I REQUEST THE SCHOOL TO CONTACT ME. IF THE SCHOOL IS UNABLE TO REACH ME, I GIVE THE SCHOOL AUTHORIZATION TO SEEK EMERGENCY MEDICAL TREATMENT FOR MY CHILD.

Please list below any medical problem your child may have that the school should be aware of:

_____

_____

My child is insured by: **Company** _____

Policy # _____

_____

Parent / Guardian Signature **Date**

SHEAD HIGH SCHOOL HANDBOOK AGREEMENT FORM

Please read the handbook with your student, sign the following agreement and return it to Shead High School.

I have read and I understand the information provided in the Shead High School Handbook. By signing below, my child and I accept our responsibility to abide by the handbook policies and guidelines.

Student Name (please print):_____

Student Signature:_____

Parent Signature:_____

World Wide Web Picture Release Form

We are trying to improve our World Wide Web appearance and improve the information that is provided to the parents and community. To accomplish this we are reinventing our website and would like to include pictures of students to give it life and excitement.

Maine State law prohibits the publication of student photos without parental permission.

By signing the bottom of this form, you are giving us permission to include your son / daughter's photograph on our website. No student names or any other personal information will be published on our Web pages.

_____I give permission for the World Wide Web publication of my son / daughter's photograph. I understand that there will be no full names or personal contact information. I also understand that this granted permission will continue to be in effect for my student's career at Shead High School, unless that permission is revoked in writing.

Parent/guardian signature_____Date_____

_____I, the student, also give my permission for such publishing.

Student Name_____Date_____

****Maine Statute, effective Sept. 18, 1999 :**(20-A.M.R.S.A.§6001.2)**
"A public school may not publish on the Internet or provide for publication on the Internet any personal information about its students without first obtaining the written approval of those students' parents. For the purpose of this section, "personal information" means 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."

NOTICE TO PARENTS/GUARDIANS OF SHEAD HIGH SCHOOL STUDENTS ON RELEASE OF INFORMATION TO MILITARY RECRUITERS AND COLLEGES

Federal law, the **No Child Left Behind Act**, requires secondary schools to provide student names, addresses, and telephone numbers, upon request, to both military recruiters and institutions of higher education. Parents and legal guardians of students, however, have the right to request that the school not release such information without prior written parental consent.

The new law also provides that military recruiters must be given "the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students."

The purpose of this notice is to inform you of the law and to provide you the opportunity to request that information about your child not be released to either military recruiters or institutions of higher education. **To prevent the release of information, you must inform us by filling out the form below**.

If you do not inform us otherwise, we will be required by federal law to disclose your child's name, address and telephone numbers to military recruiters and institutions of higher education that request this information.

Please return this form to the Shead High School office if you do not want to release your child's name, address or telephone number without your prior written consent. Please contact Leah McLean if you need further information. **Initial the "Military Recruiters" and/or the "Institutions of Higher Education" lines *only if you do not want to release* your child's name, address, or telephone number without your prior written consent. Otherwise, leave the lines blank or do not return the form.**

PARENT/GUARDIAN REQUEST:

I am the parent or legal guardian of_____
_____

_____
(**List all children to which this request applies**), who is/are student(s) at Shead High School. **Please do not release my child's name, address or telephone number to the following without my prior written consent (initial one or both)**:

_____ Military Recruiters

_____ Institutions of Higher Education

Dated:_____

_____
Signature of Parent/Legal Guardian