

SHEAD HIGH SCHOOL



2017-2018 STUDENT/PARENT HANDBOOK

Dear Student,

Welcome to Shead High School. You attend a school that is committed to help prepare you for a successful future.

You will find this handbook helpful in many ways. In it you will find information about all aspects of academic, athletic and social life here at Shead. It will guide you through the rules and expectations of how we function as a school and how to best manage within those guidelines.

Many questions will arise toward your graduation from high school and though many will be answered in this handbook, most will be answered through your interactions with administration, counselors, teachers, staff and your fellow students. In coming freshmen should take special notice of the new graduation requirements for the Class of 2021 and beyond. The key is to reach out for the assistance that you may need.

Thank you again for choosing Shead High School and have a great year!

Paul Theriault, SMHS '75
Principal

STAFF ROSTER

Paul Theriault.....	Principal
Bobbie Mitchell	Assistant Principal/Office Administrator
Leah McLean	Guidance Director
Joshua McGuire.....	Athletic Administrator
Stephanie Allard	Science
Dana Bowen	Cook/Custodian
Lois Chambers.....	Custodian
Sharon Cook	Math
Elizabeth Daigle.....	English
Christina Greenlaw	Special Education
Richard Klyver (Eastport Arts Center)	Art
Barbara Lapham	Educational Technician
Catherine Lee	Educational Technician
Robert MacDonald.....	Custodian
Josh McGuire.....	Health/Physical Education
John Mealey	Custodian/Bus Driver
Allicia Mitchell	Math/Science
Melissa Mitchell	English/Latin
Sara Myrick.....	Art
Patricia Neptune	MIE Home/School Liaison
Paul Patterson	Science
Tara Poole	JMG
Robert Sanchez	Music/Band Director
Jennifer Simmons	Spanish
Ron Sullivan.....	Jobs Coach/Drop-Out Prevention Coordinator
Damon Weston.....	Social Studies
Peter Young.....	Educational Technician

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

Period	Begins	Ends	Time
Homeroom	8:00	8:03	3 minutes
1st Hour	8:03	8:58	55 minutes
2nd Hour	9:01	9:56	55 minutes
3rd Hour	9:59	10:54	55 minutes
Lunch	10:54	11:24	30 minutes
Homeroom	11:24	11:27	3 minutes
4th Hour	11:27	12:22	55 minutes
5th Hour	12:25	1:20	55 minutes
6th Hour	1:23	2:15	55 minutes

	Monday	Tuesday	Wednesday	Thursday	Friday
8:03-8:58	1	2	3	2	1
9:01-9:56	2	1	2	1	3
9:59-10:54	3	7	7	3	7
10:54-11:24	Lunch	Lunch	Lunch	Lunch	Lunch
11:24-12:19	4	5	6	6	5
12:22-1:17	5	4	4	7	6
1:20-2:15	7	6	5	7	4

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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

Shead High School's vision is to provide an innovative and exceptional high school experience that will prepare every student for a successful future.

MISSION

Shead High School's mission is to foster student growth from adolescence to adulthood by inspiring all students to make the academic and personal choices necessary for reaching their highest potential.

VALUES STATEMENT

Scholarship

Honor

Excellence

Aspiration

Determination

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
- A strong work ethic
- 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 all human kind
- 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; and
- The ability to be life long learners through the Maine Learning Results

Guidance Department

The Guidance Counselor 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 Guidance Counselor to discuss academic progress, and to discuss any personal concerns they may have.

Academic Standing

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

Reports

Report Cards
Conferences
Web2School

Academic Assistance

Learning Labs
Merit Hall
Supervised Study / Extra Help
Adding / Dropping Subjects
Withdrawal from School

Long-term Assignments

Homework

School Attendance

General Attendance Procedures

Excused Absences

Unexcused Absences

Procedures Following an Absence

Extensive Absences

Late to School

Late to Class

Make-up Work

Skipping Class or School

Senior Privileges

School Cancellation Information

Early Dismissal from School

Leaving School

Lunch Time Release

Athletic and Extracurricular Activity Release

ACADEMIC STANDING

To be classified as a full-time student at Shead High School, a student must take a minimum of 6 class periods per semester (Seniors must take 5 classes per semester). Each early college course and dual enrollment course will earn 1 Shead credit, which may overlap semesters. Apprenticeship credits will be determined by each individual program. Internships earn ½ credit per semester. Exceptions will be made only with the permission of the principal.

ACADEMIC GRADING SYSTEM AT SHEAD HIGH SCHOOL

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

HONOR ROLL

Highest Honors may be obtained by achieving a 93 or above in **all** subjects. High Honors may be obtained by achieving an average of 93 or above with no grade lower than an 85. Honors may be obtained by achieving an average of 85-92 with no grade lower than a 77. A grade of WP (withdraw passing) or WF (withdraw failing) may exempt a student from the honor roll. (See section: "Adding /Dropping Subjects") **Note: To be eligible for the honor roll a student must be a full-time student.**

GRADUATION AND CREDITS

Beginning with the Class of 2017 students must earn 21 1/2 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
American Literature (1 credit required)	
Mathematics	4 Credits
1 credit must be taken during senior year	
Science	3 Credits
Lab Science (1 credit required)	
Social Studies	3 Credits
U.S. History (1 credit required)	
U.S. Government (1 credit required)	
Wellness (including PE and Health)	1 1/2 Credits
Health (1/2 credit required)	
Fine Arts	1 Credit
Electives	4 1/2 Credits
½ credit of Senior Personal Finance required	

Academic requirements may be adjusted for transfer students depending on circumstances. Any adjustment will be at the discretion of the administration.

As a general rule, courses run for 2 semesters (full year) and earn 1 credit. Some elective courses run for 1 semester (1/2 year) and earn 1/2 credit.

Beginning with the Class of 2021, all students must also meet or exceed all the required standards of the core courses required for graduation in order to achieve a Shead High School diploma.

CO-CURRICULAR ACTIVITIES FOR CREDIT

ACTIVITY COACH/ADVISOR

Cross Country	Ms. Knight
Golf	Mr. McGuire
Girls' Soccer	Mr. Bowen
Boys' Soccer	Mr. McGuire
JV Girls' Basketball.....	Mr. Bowen
JV Boys' Basketball	Mr. Bradbury
Varsity Girls' Basketball.....	Mr. Sullivan
Varsity Boys' Basketball	Mr. Barnes
Softball.....	Mr. Bowen
Baseball	TBD
Tennis	TBD
Jazz/Pep Band.....	Mr. Sanchez
Drama	Ms. Vinson

1/2 credit per season. Student must complete the whole season for credit and recognition.

Co-curricular activities for credit will be pass/fail and not count toward full-time status, honor roll, and class rank.

CO-CURRICULAR ACTIVITIES NOT FOR CREDIT

ACTIVITY COACH/ADVISOR

National Honor Society.....	Ms. B Mitchell
Student Senate	Ms. A. Mitchell
Newsletter/Yearbook	Ms. Lee
Radio	Mr. Sanchez
Outdoor Club	Ms. Allard
Civil Rights.....	Ms. Poole
Weight Lifting	Mr. Sullivan
Chess.....	Mr. Patterson

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 speaking 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 and not a right. Violations of school rules may result in loss of privileges for participation in graduation ceremonies and activities. (This includes all end-of-year senior class 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.

ACADEMIC GRADING SYSTEM AT SHEAD HIGH SCHOOL

Graduating Classes of 2018, 2019, 2020

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

Beginning with the graduating class of 2021, academic grades will be reported as follows.

Shead High School Levels of Proficiency

- 4 Exceeds the standard.** I can demonstrate higher-level connections to the content and can apply and use it independently.
- 3 Meets the standard.** I understand this standard and can explain it.
- 2 Partially meets the standard.** I understand part of this standard, but I need help with some of the more advanced concepts.
- 1 Does not meet the standard.** I understand a few concepts but I need help with the tasks.
- 0 Did not attempt.** No understanding of skills developed or shown.

QUARTERLY ACADEMIC RECOGNITION

Shead High School believes in honoring its top academic students. A ceremony at the end of each quarter honors students who have achieved academic excellence as outlined below.

Graduating Classes of 2018, 2019, 2020

- Quarterly GPA of 85 - 92 with no grade lower than a 77: Honors
- Quarterly GPA of 93 or above with no grade lower than an 85: High Honors
- Quarterly GPA of 96 or above in all subjects: Highest Honors

Beginning with Graduating Class of 2021

- Quarterly GPA of 3.0-3.75 with no grade lower than a 2.25: Honors
- Quarterly GPA of 3.75-3.99 or above with no grade lower than a 3.0: High Honors
- Quarterly GPA of 4 or above in all subjects: Highest Honors

GRADUATION AND CREDITS

Graduating Classes of 2018, 2019, 2020

Students must earn 21.5 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
- 1 credit must be taken during senior year
- Science 3 Credits

1 required in Lab Science	
Social Studies	3 Credits
1 credit required in U.S. History	
1 credit required in U.S. Government	
Wellness (including PE and Health)	1.5 Credits
1 credit required in Physical Education	
½ credit required in Health	
Fine Arts	1 Credit
Senior Applying for Success/Senior Personal Finance	0.5 Credit
Electives	4.5 Credits

Beginning with Graduating Class of 2021

Shead High School seeks to foster student growth from adolescence to adulthood by inspiring all students to make the academic and personal choices necessary for reaching their highest potential. As part of that mission, Shead High School provides an innovative and exceptional high school experience that will prepare every student for a successful future. Shead High School encourages partnerships between educators, students and their families, and community members. In order to accomplish these goals, Shead High School will, as of the Class of 2021, require graduates to meet a set of graduation requirements which instill academic excellence, a commitment to community and service, a strong work ethic, problem-solving abilities, respect for others, and the desire to become a lifelong learner. The Graduation Requirements are as follows: Community Service, Course Credits, Academic Standards, Junior Exhibition, and Guiding Principles.

Community Service

Each student will be required to complete 20 hours of community service before graduation.

Course Credits

Total: 21.5 credits
 English: 4 credits
 Math: 4 credits
 Science: 3 credits
 Social Studies: 3 credits
 Wellness: 1.5 credits
 Fine Arts: 1 credit
 Junior Exhibition: 0.5 credit
 Electives: 4.5 credits

Academic Standards

Academic Standards (*Grade/Course Level Standards*)
 Learning Targets (*Performance measurements used to determine proficiency*)
 Assessments

Junior Exhibition

Half-year inquiry based project.
 Meets requirements of Guiding Principles.
 0.5 credit

Guiding Principles

Students who meet all of the Graduation Standards and the high school Graduation Requirements (*21.5 credits, 20 hours community service, proven proficiency in all Academic Standards, successful Junior Exhibition*), will be certified for all five of the Guiding Principles.

Academic requirements may be adjusted for transfer students depending on circumstances. Any adjustment will be at the discretion of the administration.

As a general rule, courses run for 2 semesters (full year) and earn 1 credit. Some elective courses run for 1 semester (half a year) and earn 0.5 credit.

Beginning with the Class of 2021, all students must meet or exceed all the required standards of every core course required for graduation in order to achieve a Shead High School diploma.

GRADUATION HONORS

Graduation Honors are Shead High School's ceremonial way of honoring its top academic students. Graduation Honors are separated by speaking and non-speaking parts. The speaking honors parts for the Graduating Classes of 2018, 2019, and 2020 are: Valedictorian, Salutatorian, and First through Fourth honor parts. These parts are awarded based on the cumulative weighted grades of each graduating senior through and upon the completion of the third quarter of their senior year. *Speaking Honor parts are not necessarily the same as the final class rank.* **To be eligible and considered for a speaking honor part students must be enrolled on a full-time basis at Shead High School for at least the final two years of their high school education and be in good academic and non-academic standing. Early graduates are not eligible for speaking honor parts.**

All students who graduate with the following 4-year cumulative GPAs will be recognized as graduating with honors:

Graduating Classes of 2018, 2019, 2020

Weighted GPA of 85 - 92 with no grade lower than a 77 - *Cum Laude*

Weighted GPA of 93 or above with no grade lower than an 85 - *Magna Cum Laude*

Weighted GPA of 96 or above in all subjects - *Summa Cum Laude*

Beginning with Graduating Class of 2021

Weighted GPA of 3.0-3.75 with no grade lower than a 2.25 - *Cum Laude*

Weighted GPA of 3.75-3.99 or above with no grade lower than an 3.0 - *Magna Cum Laude*

Weighted GPA of 4 or above in all subjects - *Summa Cum Laude*

INCOMPLETE GRADES

All incomplete grades 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. For the purposes of athletics and honor roll, incomplete grades are treated as failing grades until they are made up.

REPORT CARDS

Quarterly report cards will be mailed home. Progress reports may be viewed on Web2School or a parent/guardian may request that a written copy be sent 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. Parents may also request their child's username and password. The grades for each student's classes will be updated every Monday morning.

ADDING/DROPPING SUBJECTS

Any change in a student's 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 three days of the scheduled start of the class. 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 Guidance Counselor 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 who 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 for passing 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 day the student returns to 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 may be awarded for the work that was missed. A student who has been absent has one day to make up work for each 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 that the class meets (end of semester or year-end). No assignments are to be accepted by a teacher after close of the class unless an incomplete is issued, which must be made up within 2 weeks of the close of the grading period.

SCHOOLMESSENGER

SchoolMessenger is a system used by Eastport Schools to send messages to parents/guardians concerning school closures, cancellations, attendance and events. These messages may be sent by phone, text and/or email to all parents/guardians signed into this service by the school.

ATTENDANCE

It is well documented that the number one reason for poor academic achievement of students is poor attendance at school. The business world reports that poor attendance in the workplace is the number one concern of employers. Therefore it is imperative that students be held responsible for their attendance at 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 through the school's "SchoolMessenger" service.
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. A family emergency
5. A planned absence for a personal or educational purpose that has been pre-approved in writing by the administration

UNEXCUSED ABSENCES

Unexcused absences are absences for any reason other than those listed above. In addition, absences that do not have the proper documentation within 2 days of the student returning to school will be unexcused. School work missed because of unexcused absences may not be permitted to be made up. **Ten (10) full days or seven (7) consecutive days of unexcused absences during a school year constitute habitual truancy and will be addressed according to state statutes.**

PROCEDURE FOLLOWING AN ABSENCE

1. student is 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 have unexcused absences from class for more than 6 days within each semester will lose credit for those classes, unless a written exception has been obtained from the principal for extraordinary circumstances.

A. Loss of Credit for Excessive Absences

After 12 total absences in a 1-semester course, 21 total absences in a full-year course, the student will be denied credit in the course. This includes both excused and unexcused absences. For example, if a student accumulates 8 excused and 6 unexcused absences in a 1-semester course, they will be denied credit in the course. Loss of credit may be waived in accordance with Section C.

B. Parent Notification

When a student reaches more than 5 absences in a course, the parent will be notified by a call home and/or in writing of the risk of loss of credit if absences continue. Parents may be asked to attend a conference that includes the student, a school administrator, the guidance counselor and at least one of the student's teachers to discuss the correlation between learning and school attendance and to develop an attendance contract for the student tailored to his/her specific circumstances. The contract will specify the consequences for non-compliance.

C. Waiver of Loss of Credit

Loss of credit will be waived only if a student can demonstrate that, notwithstanding his/her absences from class, he/she has adequately mastered the program standards by obtaining a passing grade in the course and a minimum of a B- (85) on a final comprehensive exam. The final grade in the class in which a student scores an 85 or better will be determined as follows: If the student was previously failing (69 or less) he/she will receive a 70 as the final grade in the course. If the student was passing the course prior to the comprehensive final, he/she will receive the grade of the comprehensive final.

Classes, in which at least 50% of the grade is for participation, will not be allowed a waiver. Examples of this are PE, weightlifting, walking/running, community service, JMG, apprenticeships, and internships.

Waiver of the Extensive Absence rule may be made by a determination of the Response to Intervention Team or through the IEP process in cooperation with the principal.

Being on time for school and class is an important step in learning a lifelong lesson to be successful in the workplace. Because we here at Shead High School believe strongly in preparing our students to be successful, we have adopted the following protocols for tardiness of our students.

LATE TO SCHOOL

Students arriving late to school are to report directly to the office to check-in before going to classes. After three offenses, students reporting unexcused and late to school, will receive a call home. After four offenses, a parent meeting will be scheduled.

LATE TO CLASS

Students not in their classroom door by the time the late bell rings are considered late to class. Every 5 unexcused late to class (15 minutes or less) will count as 1 unexcused absence from class. It may also be the policy of some teachers to have students make up time after school, whether the tardiness is excused or unexcused. Being tardy to learning lab will result in a lunch detention after the fifth and subsequent unexcused tardies. Legitimate excuses are the same as those listed for excused absences from school. The teacher **may** consider students late if they are not in their seats when class begins.

More than 15 minutes late to class without an excuse slip will be considered a 1/2 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. Students are responsible for acquiring all make-up work. **It is not the teacher's job to seek you out.**
2. Upon returning to school, students will be responsible for all work assigned on the last day that they were in attendance; this includes tests where appropriate.
3. For every day that students are absent, they will have at most 2 days to make up all missed work covered during the 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:

- **It is the responsibility of the student to initiate and follow up on the make-up process with the appropriate teachers.**
- Major tests and papers may be made up under the discretion of the teacher upon returning to school.
- 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.
- 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.
- 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.
- Time for the Physical Education requirements will be arranged with the teacher and completed accordingly.

SENIOR PRIVILEGES

Seniors in good standing will be allowed the privilege of signing out and leaving campus for one release period if available. Good standing is defined as maintaining an 70 or better average for all classes. Grades will be checked each Monday on Web2School and must reflect the defined standards to receive privileges. Good standing is further defined as maintaining good behavior. Any senior receiving a written disciplinary referral may lose privileges until the detention is served.

Inappropriate behavior off campus during released time will result in losing privileges. The administration reserves to right to withdraw privileges at its discretion.

SCHOOL CANCELLATION INFORMATION

In the event of storms or other emergencies, students are asked to listen to **CHANNELS 2 AND 5, WQDY, and WCRQ RADIO** for "no-school" announcements. Cancellation messages will also be sent through the school's "SchoolMessenger" service.

EARLY SCHOOL DISMISSAL

In the event of early school dismissals because of weather conditions or other emergencies, notification will be sent to parents/guardians through the school's "SchoolMessenger" service.

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. Students not having a class at that time must wait in the office. **Students will not be allowed to wait in the lobby.**

LEAVING SCHOOL AND/OR CAMPUS

Students may not leave school and/or campus 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 for skipping, 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 - In-school suspension and parental notification
- 2nd offense - In-school suspension and administrative review
- 3rd and subsequent offenses will be handled by administrative review with the student and parent or guardian.

LUNCH TIME RELEASE/OPEN CAMPUS

Though students may eat lunch at the high school or elementary school, the ability to leave campus for lunch is also available with the following guidelines:

- Students may leave campus unless they have an assigned obligation (i.e. detention, make-up exam).
- Students must be in good standing (i.e. no behavioral or academic restrictions).
- Students can leave only during the lunch period.
- Students must be in their assigned Period 4 class **before** the late bell rings.
- Students may take her/his vehicle off campus under the guidelines of the state motor vehicle laws.
- Students are expected to be good citizens out in the community.
- Parents may request that their child not have this option. This must be in writing with an accompanying phone call to the office.

Violations of Open Campus rules will result in detention(s) and a possible call home.

SCHOOL SONG

All students should stand when Shead's school song is played as a sign of school spirit.

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 for pledge to 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, in 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 or his/her designee.
7. No one will be admitted after the first hour of the dance.
8. Once students leave the dance, they may not return.
9. Only Shead students will be permitted to march in the Freshman Reception and the Sophomore/Junior Prom. Only Shead students and graduating seniors from Shead will be permitted to march in the Graduation Ball. The only exception may be by pre-approval of the Principal for a high school student from another school to march with the graduate. (Written permission must be obtained.)

ATHLETICS

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

FALL SPORTS

Cross Country
Soccer
Golf

WINTER SPORTS

Basketball
Dance

SPRING SPORTS

Softball
Baseball
Tennis

- All students must have a physical before participating on a sports team.
- Students may receive ½ credit in wellness for each sport season in which they participate for the entire season.

ELIGIBILITY REQUIREMENTS FOR ATHLETICS/EXTRA CURRICULAR ACTIVITIES

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

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

CODE OF CONDUCT

OUR MISSION

Shead High School's mission is to foster student growth from adolescence to adulthood by inspiring all students to make the academic and personal choices necessary for reaching their highest potential.

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 and class. 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 in order 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, 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 respect 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.

Behavior Expectations

1. Respect all others. "Smile on your brothers and sisters."
2. Respect authority
3. Respect property
4. Be prompt and prepared
5. Display a concern for learning
6. Display appropriate social skills
7. Display appropriate character

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, and plunging necklines that show cleavage 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. Exclude the wearing of sunglasses in the school.
6. Exclude items and tattoos that are vulgar, obscene or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
7. Exclude items and tattoos promoting and/or endorsing the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
8. Allow wearing hats and caps in ONLY authorized areas of the school. The unauthorized areas shall include, but not be limited to, rooms where a teacher or staff member prohibits their use. Hoods may not be worn in school buildings.

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.

Shed High School recognizes the need to make specific and clear its expectations for student conduct while on school property or engaged in a school function. Students who will not accept responsibility for their own behavior and who violate these school rules will be face consequences 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. Misusing computers/electronic communications, 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.
3. Threatening to commit an act of violence against the school.

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

1. Committing an act of violence (such as hitting, kicking, punching, spitting, 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, spitting, 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 acts of intimidation, which 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 initiating 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/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

THESE RULES AND POLICIES APPLY TO ANY STUDENT WHO IS ON SCHOOL PROPERTY, WHO IS IN ATTENDANCE AT SCHOOL OR AT ANY SCHOOL-SPONSORED ACTIVITY, OR WHOSE CONDUCT AT ANY TIME OR PLACE DIRECTLY INTERFERES WITH THE OPERATIONS, DISCIPLINE OR GENERAL WELFARE OF THE SCHOOL.

Expectations for behavior are enforced throughout the school and property. Consequences progress from a warning to an expulsion hearing, with several steps in between. The expectations at Shead High School are clear and concise.

Disciplinary Actions

Disciplinary action, 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; and
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.

SHEAD DISCIPLINE CODE

Infractions generally addressed by faculty:

- | | |
|--|----------------------------|
| <input type="checkbox"/> Tardiness to class | See attendance infractions |
| <input type="checkbox"/> Language | Teacher Consequence |
| <input type="checkbox"/> Refusal to follow class rules | Teacher Consequence |

ADMINISTRATIVE STEP LADDER

<u>STEP</u>	<u>CONSEQUENCE</u>	<u>TIME</u>
1	Office detention	1 Session
2	Office detention	2 Sessions
3	In-School suspension	1 Day
4	Suspension (Out of School)	1 Day
5	Suspension	3 Days
6	Suspension	5 Days
7	Suspension	10 Days

The following will be handled by the “Administrative Step Ladder”:

<input type="checkbox"/> Bomb threats*	Step 8
<input type="checkbox"/> Weapons*	Step 7-8
<input type="checkbox"/> Illegal drug possession/use* (not tobacco)	Step 7-8
<input type="checkbox"/> Endangerment*	Step 7-8
<input type="checkbox"/> False alarms*	Step 7-8
<input type="checkbox"/> Illegal alcohol possession/use*	Step 7-8
<input type="checkbox"/> Fighting*	Step 5-8
<input type="checkbox"/> Vandalism*	Step 4-8
<input type="checkbox"/> Theft*	Step 4-8
<input type="checkbox"/> Threatening of peers*	Step 4-8
<input type="checkbox"/> Threatening of staff*	Step 4-8
<input type="checkbox"/> Civil rights violation*	Step 4-8
<input type="checkbox"/> Tobacco possession or use*	Step 3-8
<input type="checkbox"/> Leaving class w/out permission	Step 3-8
<input type="checkbox"/> Leaving school grounds w/out permission	Step 3-8
<input type="checkbox"/> Verbal abuse of peers	Step 3-8
<input type="checkbox"/> Verbal abuse of staff	Step 3-8
<input type="checkbox"/> Cutting class	Step 3-8
<input type="checkbox"/> Forgery	Step 3-8
<input type="checkbox"/> Habitual Offender	Step 3-8
<input type="checkbox"/> Plagiarism	Step 2-8
<input type="checkbox"/> Cheating	Step 2-8
<input type="checkbox"/> Sent from class	Step 1-8
<input type="checkbox"/> Inappropriate behavior	Step 1-8
<input type="checkbox"/> Inappropriate physical contact	Step 1-8
<input type="checkbox"/> Improper language	Step 1-8
<input type="checkbox"/> Insubordination	Step 1-8
<input type="checkbox"/> Offensive language	Step 1-8
<input type="checkbox"/> Computer violations*	Step 1-8

***In addition to consequences, these infractions may be referred for legal action.**

Definitions:

Tobacco Possession and Use Possession and/or use of tobacco products is not permitted on Shead High School property at any time. Carrying or using tobacco products on campus will result in progressive disciplinary measures including detention, suspension and possible expulsion.

The disciplinary procedures are as follows:

Using Tobacco – First Incident

- A. Confiscate materials and call police.
- B. Parent/legal guardian shall be notified.
- C. Hold conference with the school administration.
- D. Refer the student for assessment and assistance to the Response to Intervention Team.
- E. Offer student resources for available cessation programs.
- F. Two days in-school suspension which includes a tobacco prevention component.

Using Tobacco – Second Incident

Same as First Incident A-E and

- G. Three days out-of-school suspension which includes a tobacco prevention component.

Using Tobacco – Third Incident

Same as First Incident A-E and

- H. Five days out-of-school suspension which includes a tobacco prevention component.
- I. Consultation with the Superintendent.

Possession of Tobacco – First Incident

- A. Confiscate materials and call police.
- B. Parent/legal guardian shall be notified.
- C. Hold conference with the school administration.
- D. Refer the student for assessment and assistance to the Response to Intervention Team.
- E. Offer student resources for available cessation programs.
- F. One day in-school suspension which includes a tobacco prevention component.

Possession of Tobacco – Second Incident

Same as First Incident A-E and

- G. Three days in-school suspension which includes a tobacco prevention component.

Possession of Tobacco – Third Incident

Same as First Incident A-E and

- H. Three days out-of-school suspension which includes a tobacco prevention component.
- I. Consultation with the Superintendent.

Suspension from transportationWhen students do not conduct themselves properly on a bus, the bus driver is expected to bring such misconduct to the Principal's attention. A students who continues to engage in misconduct may have their bus 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/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 PunishmentCorporal 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.

DETENTION

Office detentions are assigned by building administrators. The classroom teacher may assign class detentions.

An office detention period will be held Monday through Friday unless canceled by the office. The period will start at 10:54 a.m. and end at 11:24 a.m. Office detention takes precedence over other 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** including using electronic devices 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. 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 a suspension and/or designated additional detention time for disrespect.

The principal, assistant principal or teacher through a behavioral referral form, will notify students receiving detentions.

Students will serve their detentions the day they are given unless there is an emergency that is approved by administration. Skipping an assigned detention will result in two detentions.

Accumulating 5 detentions for minor office referrals, will immediately result in the student serving 1-day of In-school suspension. Should the student earn additional detentions during the school year the following consequences will result:

2nd group of 5 detentions – 1 day suspension

3rd group of 5 detentions – 3 days suspension and referral to the **Behavior Leadership Committee**

Possible expulsion hearing by school committee

*Severe or repetitive violations earning detention may result in immediate suspension.

ADMINISTRATIVE GUIDELINES

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

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

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

Before being readmitted after a suspension, the student and parent may be required to attend a conference with the principal. See the suspension policy for more details. These guidelines set the minimum penalty. Increased penalties up to and including expulsion may be considered.

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

Shead High School has established a Behavior Leadership Committee to enforce clear consequences for all students.

IN-SCHOOL SUSPENSION

Students in In-School Suspension will be isolated from other students and closely supervised in a structured educational environment. Students will reflect on their behavior and create an action plan to change their behavior. The student will meet at 8:00 on the day of the suspension with the guidance director, principal, or his designee to discuss the reflective activities which will be completed by the student. The student will meet a second time with administration upon completing the corrective action plan to discuss possible future choices. In-School Suspension will be for the amount of time determined by the administration. Students may need to continue until all expectations are met.

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 classroom material covered during the in-school suspension. School work will be available to be picked up in the office at the end of the school day. The student will be allowed to make up all work that is missed during suspension under the guidelines set forth by this document.

Full days of In-School Suspension will generally begin on the next school day after the student receives notice. During In-School Suspension students will be allowed to use the bathroom during non-break times. Passes will not be issued for any other reason. Students will NOT be allowed to use a computer, or any other electronic

device including but not limited to phones, iPods, MP3 players, iPads, etc. EXCEPTION: Students may use their school-supplied device under the direction of a classroom teacher to do their class work. Students will eat lunch in the In-School Suspension area under direct supervision.

OUT OF SCHOOL 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 classroom material covered during the suspension. School work will be available to be picked up in the office at the end of each school day. It is the responsibility of the student and/or parent/guardian to make arrangements to pick up work. The student will be allowed to make up all work that is missed during suspension under the guidelines set forth by this document.

If suspended from school for flagrant violations, the student will receive immediate dismissal and the suspension will begin the next school day. Suspension for all other situations will begin on the next school day. For these situations, students will serve their suspensions the day after being notified.

If a student is sent home during the school day because of discipline problems it will be considered a suspension. 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. Students will complete an Action Plan stating their intentions for improving their behaviors.

See the Make-Up Section for more information.

Behavior Improvement Action Plan

The behavior improvement plan is designed to help students to assume responsibility for their behavior. The form has three parts: part 1 has basic information including the student's name, date, reason for behavior plan and special instructions; part 2 includes the student's description of the inappropriate behavior, why it is important to follow expectations, how he or she will behave in the future, and what will happen if appropriate behavior continues; part 3 includes a place for the student, parent, and administration to sign and date the plan. A plan is not complete until all parties have signed the plan.

STUDENTS DISMISSED FROM CLASS FOR DISCIPLINE PROBLEMS

A student dismissal from class because of problem behavior is a serious matter. For that reason, if a student is dismissed from class he/she will be charged with an unexcused absence from the class. More than four dismissals from a class may result in removal from the class.

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 source; 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 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 school suspension

Multiple level 2 and 3 violations will become part of a student's academic and behavior records and may be reported to post-secondary units as such.

Here is an example of a way to avoid plagiarism. Refer to the Shead High School Writing Guide for a complete explanation.

Directly quote your source: Noted researchers have concluded that "global warming is a very real phenomenon and must be taken seriously now" (Tompkins 15). Note: Here the writer quotes only the most essential information and that direct quote is in quotation marks. The point is to use your source to support YOUR conclusions, not to stand in the place of them. Avoid using overly long quotes---pare them down to the most essential. The source name and page number is indicated in the in-text citation, This source will then be included in the writer's Works Cited List at the end of her paper.

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. The student should explain his/her 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, the student should contact the Principal within 5 days.
3. The Principal will hear the complaint, investigate and notify the student of a decision within one week.
4. If not satisfied with the Principal's decision, the student should 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, the student 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.

IF THE GRIEVANCE INVOLVES A STUDENT SUSPENSION, THE ADMINISTRATION RESERVES THE RIGHT TO OFFER ACADEMIC SERVICES TO THE STUDENT AT AN APPROPRIATE OFF- CAMPUS SITE.

CELL PHONES

Students are allowed to carry cell phones at Shead High School. However, the cell phones must be out of sight and in the "off" mode during class time. If they are seen or heard they will be confiscated and turned in to the office and may be picked up in the office at the end of the school day. On the second and subsequent violations, the cell phone must be picked by a parent or guardian in the office. If a student needs to be contacted, the office may take messages and relay these messages to the individual. The violating student may also be required to not bring these devices to school.

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

Food and drink items may be eaten in the classrooms with approval by individual classroom teachers. (Bottled water may **not** be purchased during class time.) Food and drink items should not be consumed in the hallways. Trash 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: LOCAL INTERNET NETWORK ACCESS AGREEMENT, MULTI LAPTOP USE AGREEMENT, EMERGENCY INFORMATION FORM, THE RELEASE OF INFORMATION TO MILITARY RECRUITERS AND COLLEGES FORM, MEDIA RELEASE 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. All parents are requested to fill out the FREE AND REDUCED SCHOOL LUNCH FORM even if their child does not take part in the school lunch program at Shead. It is important that the school has this information in order to receive federal and state funds for additional academic programming for our students.

These forms (except the handbook agreement form) were sent home in a previous 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.

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.

LOCKERS

Lockers are available for student use. They provide storage of textbooks, notebooks, etc. Since they do not have locks, they are not a safe storage area and valuables should not be kept in them. (Valuables should be kept in the office.) Personal locks are prohibited for use on an individual's assigned locker. Once the office has assigned a locker it is held jointly between the student and the administration and cannot be switched. 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 and/or law enforcement.** Lockers must be kept tidy and not display inappropriate materials. Shead is not responsible for items missing from lockers.

MEDICATION

All medication – prescriptions and over the counter - are to be kept in the office at all times unless emergencies call for an alternative plan. This plan must be approved by the office personnel or administration.

BREAKFAST AND LUNCH

Students using the elementary cafeteria or high school lobby for breakfast and/or lunch **must sign up and pay before eating.** Breakfast sign up will be in the lobby and lunch sign up will be in the main office. Students who sign up are required to stay and no refunds will be given. Students are to leave the lunchroom when their 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 loitering at the side or back of school building during breakfast and lunch.

RESTROOMS

Students may use the restrooms before and after school, during lunch, or between class periods. Students are expected to keep them clean and not to loiter there, to write on the walls, or cause any other damage to the facilities. If a student is ill, he/she should not remain in the restrooms, but report to the office.

TELEPHONE USE

Because of the need to keep telephone lines open in case of emergency situations, telephone calls must be kept at a minimum. 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 a student needs 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. Lost or damaged books must be paid for before grades are issued.

THROWING SNOWBALLS

Throwing snowballs can be dangerous and for that reason 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. All vehicles must be registered in the office and display a Shead parking sticker, which can be purchased for \$2.00. **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 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 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. If it is found that a student is using a music device or cell phone as a video device, it will be confiscated by staff. Music devices may not be used during class time unless permission is granted by the classroom teacher. Out of respect for others and at the discretion of the teacher, the volume must be kept low.

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.

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.

AOS #77 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.

KEN JOHNSON, AOS #77 OFFICE
853-2567

AMERICANS WITH DISABILITIES ACT

This school district, AOS #77, 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 District 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 District 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 District will not subject individuals with disabilities to discrimination in employment under any service, program, or activity conducted by the School Union.

This School District 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 District 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 District 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 District, AOS #77, 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 district 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 (, Administrator of Special Services, 100 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 District, AOS #77, 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 District, AOS #77 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.

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 Eastport School Department’s Internet Acceptable Use Policy (IJNDB). I accept responsibility to abide by the Eastport 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.

Class of 2021 Appendix

ACADEMIC GRADING SYSTEM AT SHEAD HIGH SCHOOL

Beginning with the graduating class of 2021, academic grades will be reported as follows.

Shead High School Levels of Proficiency

- 4 *Exceeds the standard.* I can demonstrate higher-level connections to the content and can apply and use it independently.
- 3 *Meets the standard.* I understand this standard and can explain it.
- 2 *Partially meets the standard.* I understand part of this standard, but I need help with some of the more advanced concepts.
- 1 *Does not meet the standard.* I understand a few concepts but I need help with the tasks.
- 0 *Did not attempt.* No understanding of skills developed or shown.

QUARTERLY ACADEMIC RECOGNITION

Shead High School believes in honoring its top academic students. A ceremony at the end of each quarter honors students who have achieved academic excellence as outlined below.

- Quarterly GPA of 3.0-3.75 with no grade lower than a 2.25: Honors
- Quarterly GPA of 3.75-3.99 or above with no grade lower than a 3.0: High Honors
- Quarterly GPA of 4 or above in all subjects: Highest Honors

GRADUATION REQUIREMENTS AND CREDITS

Shead High School seeks to foster student growth from adolescence to adulthood by inspiring all students to make the academic and personal choices necessary for reaching their highest potential. As part of that mission, Shead High School provides an innovative and exceptional high school experience that will prepare every student for a successful future. Shead High School encourages partnerships between educators, students and their families, and community members. In order to accomplish these goals, Shead High School will, as of the Class of 2021, require graduates to meet a set of graduation requirements which instill academic excellence, a commitment to community and service, a strong work ethic, problem-solving abilities, respect for others, and the desire to become a lifelong learner. The Graduation Requirements are as follows: Community Service, Course Credits, Academic Standards, Junior Exhibition, and Guiding Principles.

Community Service	Course Credits	Academic Standards	Junior Exhibition	Guiding Principles
Each student will be required to complete 20 hours of community service before graduation.	Total: 21.5 credits English: 4 credits Math: 4 credits Science: 3 credits Social Studies: 3 credits Wellness: 1.5 credits Fine Arts: 1 credit	Academic Standards <i>(Grade/Course Level Standards)</i> Learning Targets <i>(Performance measurements used to determine proficiency)</i> Assessments	Half-year inquiry based project. Meets requirements of Guiding Principles. 0.5 credit	Students who meet all of the Graduation Standards and the high school Graduation Requirements <i>(21.5 credits, 20 hours community service, proven proficiency in all Academic Standards, successful Junior Exhibition)</i> , will be certified for all five of the Guiding Principles.

	Junior Exhibition:0 .5 credit Electives: 4.5 credits			
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GRADUATION HONORS

Shead High School supports every student in achieving their goals with a robust program of study that meets his/her educational needs and recognizes scholarship with distinct Latin honors (*Cum Laude*, *Magna Cum Laude*, and *Summa Cum Laude*). In a proficiency-based educational system, academic excellence is determined by meeting and exceeding standards in challenging courses that support student-readiness and personal interests. Latin honors recognize the academic accomplishments of all students whose performance consistently meet and exceed rigorous standards. Colleges and universities are familiar with this academic tradition that recognizes students on standard measures. Shead High School identifies these as students who have earned the following GPAs and identified coursework:

All students who graduate with the following 4-year cumulative GPAs will be recognized as graduating with honors:

- GPA of 3.0-3.75 with no grade lower than a 2.25 - *Cum Laude*
- GPA of 3.75-3.99 or above with no grade lower than a 3.0 - *Magna Cum Laude*
- GPA of 4 or above in all subjects - *Summa Cum Laude*

A proficiency-based system allows students to measure their performance against standards. Latin honors recognizes all students who consistently meet and exceed standards.

WEIGHTED GRADES

Shead High School does not weight honors and Advanced Placement courses. Honors and AP courses provide students who have a strong aptitude and interest in a particular subject area the opportunity for in-depth exploration and rigorous study. These courses work with additional standards, going beyond the set curriculum. As such, Shead High School does not weight them because doing so unfairly influences students' decisions to take courses that are educationally valuable. For example, a student might decline to take a tough course because his/her grade point average might be more heavily penalized with a lower score that is weighted, or he/she might opt to take an honors/AP course over one that better matches his/her needs in order to be rewarded with a higher GPA calculation. Shead High School does recognize students who take honors/AP courses with clear designations on their transcript, and again, if eligible with distinct Latin honors.

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

Beginning with the class of 2021, students will have a clear deadline by which each assessment must be completed. If the student has completed the coursework and attended class regularly, the student may petition the teacher to retake the assessment or assignment.

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."