

**RLRS STUDENT & PARENT HANDBOOK
AND CODE OF CONDUCT
SCHOOL YEAR 2023-2024**



RSU 78

Rangeley Lakes Regional School

Superintendent/K-5 Principal: Georgia Campbell

6-12 Principal/Curriculum Coordinator: Seth Laliberte

Student Services Coordinator: Delaney Arbore

Athletic Director/Transportation Director/Maintenance Supervisor: Jeff LaRochelle

Mission

To inspire all learners to strive for success in a world yet to be fully imagined.

Approved by the RSU #78 School Board on 7.11.2023

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REGIONAL SCHOOL UNIT 78
Rangeley Lakes Regional School

Rangeley * Dallas Plantation *
Rangeley Plantation* Sandy River Plantation
43 Mendolia Road, Rangeley, Maine 04970

August 2023

Open Letter to the Parents, Guardians, and Students of Rangeley Lakes Regional School

Welcome to the 2023-2024 school year.

RSU 78's mission is "to inspire all learners to strive for success in a world yet to be fully imagined." As we have seen over the last few years, our world can change in the blink of an eye. To achieve success in an ever-evolving world, our number one priority is to develop lifelong learners. To achieve this goal, we must work together as a community through transparency and collaboration.

The RLRS School Board and Administrative Team work together to create a safe learning environment that is student-centered and provides a wide range of educational opportunities. The Student Handbook and Code of Conduct outline the rules and guidelines students are expected to follow. Students and staff are required to read this thoroughly, and I encourage parents to read this document as well. To promote transparency, all stakeholders must understand the policies, procedures, and expectations RLRS has for its students.

I am looking forward to the 2023/2024 school year. My door is always open. If, at any time, you have questions or concerns, please call, visit, or email me.

Respectfully,
Seth Laliberte
6-12 Principal/Curriculum Coordinator
Rangeley Lakes Regional School

- RSU 78's Mission -

To inspire all learners to strive for success in a world yet to be fully imagined.

- RSU 78's Vision -

RSU 78 envisions a broad range of choices for learning that inspires student and staff involvement in all aspects of academic life in a safe, fair, authentic, and personalized learning environment supported by our community.

RSU 78's ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students regarding education records.

A. Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of \$.25 per page. Mailing will be provided at the actual postage cost.

B. Amendment of Records

Parents/eligible students may ask Regional School Unit 78 to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

C. Disclosure of Records

Regional School Unit 78 must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. Directory Information

Regional School Unit 78 designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received.

Parents/eligible students who do not want Regional School Unit 78 to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

2. Military Recruiters/Institutions of Higher Education are entitled to receive the names, addresses and telephone numbers of secondary students and Regional School Unit 78 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want Regional School Unit 78 to disclose this information may indicate this on the media permission/student information form that is sent home at the beginning of each school year.

3. School Officials with Legitimate Educational Interests Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by Regional School Unit 78 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); disciplinary board; persons or companies with whom Regional School Unit 78 has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. Other School Units as required by Maine law, Regional School Unit 78 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

5. Health or Safety Emergencies in accordance with Federal regulations, Regional School Unit 78 may disclose education records without prior written consent in a health and safety emergency to any person whose knowledge or the information is necessary to protect the health or safety of the student or other individuals.

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

D. Complaints Regarding School Department Compliance with Family Educational Rights and Privacy Act (FERPA)

Parents/eligible students who believe that Regional School Unit 78 has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

**Family Policy Compliance Office ,
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202**

ANNUAL NOTICE TO PARENTS: RIGHT TO REQUEST TEACHER QUALIFICATIONS

Our district receives Federal funds for Title I programs that are part of Every *Student Succeeds Act (ESSA) 2015*.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c. The type of college degree major the teacher has and the field of discipline for any graduate degree or certificate; and
- d. If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact your child's school.

STUDENT CODE OF CONDUCT **INTRODUCTION**

The Rangeley Lakes Regional School Board is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

To achieve this goal, Rangeley Lakes Regional School has established a set of expectations for student conduct. These expectations are based on the values identified by the community as essential to ethical and responsible behavior.

The Board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the Board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and to ensure that discipline is administered fairly, promptly and appropriately.

Having considered the input of administrators, parents, students, and the community, the Board has adopted this Student Code of Conduct (Code), consistent with the requirements of 20-A § MRSA 100(15) (adoption of Student Code of Conduct).

The Code applies to students who are on school property, who are 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.

Please note: RSU #78 reserves the right to change the terms of this handbook at any time, without notice.

**All policies referenced in this handbook are available on the RLRS website:
www.rangeleyschool.org**

STANDARDS FOR ETHICAL AND RESPONSIBLE BEHAVIOR: **CORE VALUES IN ACTION**

With rights come responsibilities. Students and staff are expected to demonstrate ethical and responsible behavior consistent with the school community's values. Such conduct is fundamental to a supportive, safe, and orderly school environment and a civil society. To that end, all persons will comply with the tenets below, which represent the criteria for being RLRS community members.

Respect: A person who is **RESPECTFUL** of others and self

- Treats others with kindness and dignity.
- Takes care of other people's property, the school building, and school grounds.
- Appreciates the differences in people and their beliefs.
- Encourages others.
- Works well with others.
- Supports and contributes to safe, healthful habits for self and others.

Leadership: A person who is a **LEADER**

- Sticks up for and lends a helping hand to those in need.
- Seeks to speak the truth respectfully.
- Acts as a positive role model.
- Supports the RLRS community and its values.
- Does the right thing even if it's not popular.
- Takes a stand against unethical and unhealthy behaviors (Just Say No).

Responsibility: A person who is **RESPONSIBLE**

- Acknowledges one's own actions.
- Acknowledges making a mistake.
- Seeks to understand and listen.
- Follows through.
- Represents and creates original work.
- Reports hurtful, hateful or dangerous behavior.
- Maintains emotional control in difficult situations.

Service: A person who demonstrates **SERVICE**

- Responds to a call for action.
- Volunteers for both school and community activities.
- Demonstrates stewardship of the school, community, and global environment.
- Demonstrates awareness of and contributes to the global community.

PROGRESSIVE DISCIPLINE

It is the responsibility of teachers and staff to ensure that students conduct themselves appropriately at all times. This is not only an expectation within the classroom, but also on the playground, in the cafeteria, school hallways, on the athletic field, and during all co-curricular activities that occur outside school hours. With this understanding, RSU #78 will following a progressive discipline approach to address inappropriate behavior followed by consequences designed to teach acceptable behavior and self-discipline.

ELEMENTARY STUDENT PROGRESSIVE DISCIPLINE: Teacher/Staff Level

Initial steps are used for minor acts of misconduct, which interfere with orderly school procedures, school functions, and extracurricular programs. It is expected that when this behavior occurs, teachers and/or staff will progressively initiate the following:

1. verbal warning given by staff
2. parent/guardian contact
3. classroom detention after school
4. conference with student, parent/guardian, and teacher
5. written document or graphic that reflects an understanding of the specific misbehavior, the nature of the expected behavior, and appropriate corrective action.

If the behavior has not been corrected after implementing steps one (1) through six (6), the child and accompanying documentation will be referred to the appropriate administrator.

ELEMENTARY PROGRESSIVE DISCIPLINE: Administrator Level

When minor discipline offenses are repeated without change, the student's behavior will require administrative intervention. In addition, whenever misbehavior is observed outside the classroom setting and does not seriously endanger the health, safety, or well-being of others, the discipline will first be handled by the teacher. If, after consultation with an administrator, a determination may be made to handle the matter at the administrative level. In all cases, the identified behavior will be addressed progressively depending on the incident and prior behavior. Steps to be taken include:

1. conduct a scheduled meeting with parent/guardian, teacher, and administrator.
2. one to three days of after school detention.
3. financial restitution of any malicious or physical damage caused to the school environment.
4. participation in a school service project that enables the student to be engaged in the desired character trait(s).
5. referral to the Students At Risk Team (SAT) to determine and promote desired alternatives and character trait(s).

SECONDARY STUDENT PROGRESSIVE DISCIPLINE: Teacher Level

1. verbal warning given by teacher
2. parent/guardian contact
3. one (1) to three (3) days of after school detention served with referring teacher
4. conference meeting with student, parent/guardian, and teacher
5. written document or graphic that reflects an understanding of the specific misbehavior, the nature of the expected behavior, and the appropriate corrective action
6. participation in a school service project that enables the student to be engaged in the desired character trait

If the behavior is not corrected after implementing steps one (1) through six (6), the student and accompanying documentation will be forwarded for referral to the appropriate administrator.

SECONDARY STUDENT PROGRESSIVE DISCIPLINE: Administrator Level

1. restriction from programs and special assemblies
2. parent/guardian contact
3. one (1) to five (5) days of after school detention
4. up to ten (10) days of in or out of school suspension
5. financial restitution for the repair of any damage caused to the school related environment(s)
6. develop a written or graphic representation that reflects an understanding of the specific misbehavior, the nature of the expected behavior, and the appropriate corrective action.
7. any other disciplinary technique that positively promotes pro-social alternatives and desired character traits
8. referral to Students At Risk Team (SAT) for further intervention

ELEMENTARY/SECONDARY: Most Serious Acts of Conduct

This behavior represents the most serious acts of misconduct and must be reported immediately to the administration. These are acts of misconduct that threaten the health, safety or well-being of others and may result in the immediate suspension of the student for up to ten (10) days and may require the use of outside agencies and/or law enforcement.

Students who commit serious acts of misconduct may, as a consequence, be subject to the following management strategies as deemed appropriate for the situation by the administration including, but not limited to, the following:

1. Suspension for up to ten (10) days
2. Financial restitution for the repair of any malicious or physical damage caused to the school or related environment(s)
3. Following a proper investigation of a student's behavior, the Superintendent may forward to the School Board a consideration for expulsion based upon the due process provisions found in Maine Education and School Statues, Title 20A
4. Proceed with an Expulsion Hearing.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have certain legal rights under Federal and state law as interpreted in pertinent court decisions. In connection with these rights are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

- Civil rights, including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
- The right to attend free public schools in accordance with provisions of Maine statutes and policies of the Board; the responsibility to attend school as required by law;
- The right to due process with respect to suspension, expulsion, or an administrative decision which a student believes has injured his/her rights; the responsibility to observe school rules and regulations essential for permitting others to learn at school;
- The right to free inquiry and expression and to voice grievances; the responsibility to observe reasonable rules regarding these rights and to express themselves in a manner that does not materially or substantially disrupt the operation of the school or conflict with the school's basic educational mission;
- The right to privacy regarding the content of student records—as defined by the Family Educational Rights and Privacy Act (FERPA)
- The right to be free from unreasonable searches and seizures; the responsibility to comply with school rules and policies.

The Board expects all staff to abide by these guidelines in order to effectively achieve mutual respect of rights and the acceptance of responsibility.

ATTENDANCE

The Board believes that class participation is an integral part of successful learning and is essential if students are to meet both the course requirements and those established by the Maine Learning Results and the Common Core. When students are absent, regardless of the reason, learning is impacted both for them and their classmates. As such, the Board establishes the following guidelines to ensure that learning is the central focus for all students. (see **Policy JEA**)

******STUDENTS MUST BE IN ATTENDANCE FOR A MINIMUM OF 3 HOURS TO COUNT AS DAY OF ATTENDANCE. LESS THAN 3 HOURS WILL COUNT AS A FULL DAY ABSENT******

Procedures for Absences

Regardless of the reason of the absences, parents/guardians are required to notify the school between the hours of 7:30 a.m. – 8:30 a.m. on the day(s) absent or tardy. If the school is not contacted by 8:30 a.m., parents/guardians will be contacted to ascertain the whereabouts of the student and document the reason for the absence. If no reply is received regarding a reason the student will be marked as unexcused.

Any student absent from **any** part of the school day due to illness or unauthorized absence shall not be permitted to participate in any extracurricular activity that day unless the student has a note from a medical provider clearing them for play that day.

Upon returning to school the student shall submit a parental note explaining the reason for the absence unless parent contact has been documented. The absence will be considered excused if it falls into one of the following categories:

A person's absence is excused when the absence is for the following reasons:

1. Personal illness;
2. An appointment with a health professional that must be made during the regular school day;
3. Observance of a recognized religious holiday when the observance is required during the regular school day;
4. A family emergency;
5. A planned absence for a personal or educational purpose that has been approved;
6. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a Superintendents' Student Transfer Agreement. Education disruption does not apply to a student who is out of school for 10 (ten) or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

If not, the absence shall be considered to be unexcused. According to Maine State Statute (20-A M.R.S.A. §5051), students age 6 (six) through Grade 6 are considered truant if they accumulate seven (7) unexcused absences or five (5) consecutive unexcused absences. Students in Grades 7-12 are considered truant if they have accumulated ten (10) unexcused absences or seven (7) consecutive unexcused absences.

Procedures for Tardies

It is important that parents encourage students to arrive at school on time. Students not in class or homeroom by 8:00AM are considered tardy. Students entering as tardy are to report to the main office and present a parental note as to the reason for the tardy. Tardies that fall into one of these five (5) categories listed above shall be considered as “excused.” All others will be considered unexcused

1. Personal illness;
2. An appointment with a health professional that must be made during the regular school day;
3. Observance of a recognized religious holiday when the observance is required during the regular school day;
4. A family emergency;
5. A planned absence for a personal or educational purpose that has been approved;
6. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a Superintendents’ Student Transfer Agreement. Education disruption does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

In grades K-5, frequent unexcused tardies will be addressed in accordance with the classroom social contract and may include a parent meeting or other remedy. In grades 6-12, students who accumulate more than three (3) unexcused tardies to school per marking period (quarter) shall be subject to school discipline.

Any student tardy due to illness or unauthorized absence shall not be permitted to participate in any extracurricular activity that day unless the student has a note from a medical provider clearing them for play that day.

Tardiness to class once the student is in school will be dealt with by the teacher to whose class the student is tardy.

Tardiness and hot lunch: For students who arrive after 8:30 am and need hot lunch, every effort will be made to provide the scheduled hot lunch for the day. At the very least a cold lunch will be provided.

Procedures for Planned Absences

A planned absence, such as family vacation taken while school is in session, requires prior approval. The student must file a written request (Planned Absence Request) with the principal at least one (1) week prior to the planned absence by following the steps outline below

Process for Applying for Planned Absences

It is expected that Planned Absences will not exceed a total of five (5) school days.

1. Parents obtain a Planned Absence form by either contacting the school or printing it from the school's website.
2. Parents/guardian completes their portion of the Planned Absence Request.
3. Student must take the form to their teacher(s) to sign off, which indicates that the teacher is aware of the planned absence.
4. Once the teacher(s) have signed off on the form, the student then turns the form into the Main office for approval by the Principal.
5. Once approved, the Planned Absence form is that returned to the student and a copy is kept in the Main Office.

For grades K-5 teachers are not required or expected to provide or prepare assignments prior to the absence for personal or education reasons. The teacher will work with the student within the school day upon their return to make sure they have ample time to catch up on the work missed.

For grades 6-12 teachers are not required or expected to prepare assignments prior to the absence for personal or education reasons. Teacher's signature signifies awareness but not necessarily approval.

Students in grades K-5 wishing to take school assigned technology out of the State of Maine must get prior approval from Administration and then at that point in time must complete a Technology Agreement for School Device Use Outside of the State of Maine form and return it with the Planned Absence form.

Students in grades 6-12 wishing to take school assigned technology out of the State of Maine must complete a Technology Agreement for School Device Use Outside of the State of Maine form and return it with the Planned Absence form.

Upon return from an approved planned absence, the student must meet on the day returning to school with his/her teachers to discuss what tests, quizzes and other materials were missed that were not noted in the pre-meeting mentioned above and to develop a timeline for completion. Students will have two (2) days for each day absent to complete the make-up of tests and quizzes, etc. If the student is absent for four (4) school days thus, then the student will have eight (8) school days to complete all tests and quizzes. The student will meet with individual teachers to schedule make-up tests and quizzes at a mutually convenient time within the time limit.

All other work must be completed according to the agreed upon timeline determined as a result of the pre-approval process.

Failure to follow the guidelines for a Planned Absence could result in administrative refusal to grant permission. If permission is not granted the absence will be designated as "unexcused" and the ability to make up work will be at the discretion of the classroom teacher.

Work Missed Due to Absences

Students are responsible for obtaining work they miss due to excused absences. It is understood that the nature of some work make it impossible to complete, e.g. science lab, group activities, etc. Students have the same number of class days they missed to complete work and the work will be due the class meeting following. For example, 2 days missed – the work will be due on or before the 3rd day back (2 days missed plus 2 days attended to turn in work). In certain circumstances where a prolonged illness or injury is involved, an extension of this limit may be arranged between student and teacher. Labs and other such assignments will be made up by teacher availability. Work missed due to unexcused absences will be the at the teachers discretion.

Denial of Credit

The RSU #78 Administration reserves the right to deny credit for course taken if a number of absences during a school year is deemed excessive. A conference with the parents/guardians will be held if it appears that the student is in danger of having an excessive number of absences. For grades K-8, excessive absence will be determined on an individual, case by case basis by Administration.

SENIOR PRIVILEGES

Senior privileges are earned on a quarterly basis. Once the privilege is lost, it has been lost for the duration of the school year. A student must meet all requirements during the preceding quarter to earn privileges and must maintain all requirements to keep privileges. Senior Privileges begin during Q2 of the senior year, and are based on Q1 grades.

Privileges

1. Students may leave school grounds during only one study hall per day. (Permission for additional study hall time may be granted with administrative approval.)
2. Students may leave school grounds during their lunch break.

Criteria

1. Students must maintain an average of 85 or better in all classes.
2. Students cannot be chronically tardy or absent for any classes. Two (2) or more unexcused absences or three (3) unexcused tardies in a quarter will revoke senior privileges for the duration of the school year.
3. Students receiving a suspension of any type will lose their senior privileges for the duration of the school year.
4. Students must not participate in any illegal activities or wrongdoings during senior privileges.
5. Students utilizing senior privileges are subject to the conditions spelled out in the Interscholastic and Extracurricular Handbook with regard to drug, alcohol, and tobacco use.
6. Students must call the main office by 7:45 a.m. to indicate use of senior privileges first period of the day. They do not have to report to homeroom or advisory.
7. All students using senior privileges must sign out AND in at the office. Failure to sign out or in will result in loss of privileges the second time it occurs. Students are encouraged to check in with study hall teachers before leaving school as a courtesy measure. Teachers should call the office if they have questions about a student's use of senior privileges.
8. When signing in or out, eligible seniors must identify themselves in the main office. Eligible seniors are not allowed to have another student sign in or out for them. If seniors return early, they must quietly report to study hall.

9. In keeping with the eligibility policy for interscholastic activities participation, eligibility for senior privileges will be reviewed periodically.
10. Seniors may remain in their study hall if they choose. They do not have to participate in senior privileges.
11. Students must obey all motor vehicle regulations while on school property.

STUDENT/STAFF SAFETY

BOMB AND HAZARDOUS SUBSTANCE THREATS

The RSU 78 Board recognizes that bomb or hazardous substance threats are a significant concern to the school. Whether real and carried out, or intended as a prank, or for some other purpose, a bomb and hazardous substance threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Such threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services.

Any bomb or hazardous substance threat will be regarded as an extremely serious matter and treated according to **Policy EBCC**.

BULLYING

Bullying is detrimental to student learning and achievement. It interferes with the mission of the school to educate its students and disrupts the operations of the school. Bullying affects not only students who are targets but also those who participate and witness such behavior.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the Rangeley Lakes Regional School, and the operation of the schools.

Bullying Prohibited

Bullying, as defined in **Policy JICK**, is not acceptable conduct in Rangeley Lakes Regional School and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to behavioral interventions and/or disciplinary consequences up to and including legal action as defined by Maine Statute (20-A M.R.S.A. § 6554)

Application of Policy This policy applies to bullying that takes place at school, on school grounds, via any school-owned technology, at any school- sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events.

It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or the welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;

4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

Cyberbullying

“Cyberbullying” means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, computer, telephone, cellular telephone, text messaging device or personal digital assistant.

Examples of Cyberbullying

Examples of conduct that may constitute cyberbullying include, but are not limited to:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target;
3. Impersonating or representing another student through use of that other student’s electronic device or account to send e-mail, text messages, instant messages (IM), or phone calls;
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target’s e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or “sexting” photographs of other students and/or staff.

Reporting

Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Staff are required to report bullying to the building principal.

Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

DETENTION OF STUDENTS

Teachers and administrators have the authority to detain students after school hours (administrators may employ a Saturday detention) for infractions of classroom or school rules. Before assigning students to detention, the student will be informed of the reason for the detention, and the student will be given the opportunity to explain his/her version of the incident. Teachers/administrators have the discretion to substitute alternative discipline in cases where they deem detention inappropriate.

The student's parents/guardians will be informed of the reason for the detention and requested to arrange the student's transportation following the detention. Students in detention are expected to have schoolwork and/or appropriate reading materials with them. They are expected to use the time to complete work or read quietly. Students will not communicate with each other by any means. Students who fail to serve a scheduled detention may be subject to additional disciplinary measures.

DISCIPLINARY REMOVAL OF STUDENTS WITH DISABILITIES

When removing students with disabilities from their regular school programs, whether as a result of a suspension, an expulsion, or any other removal covered by state and federal special education laws, it shall be the policy of the Rangeley School Department to comply fully with all applicable state and federal special education laws that govern such removals.

(See **Policy JKF-R**)

PHYSICAL RESTRAINT/SECLUSION

The Board has adopted policies and the accompanying procedures to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. These policies are reviewed annually. Physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents an imminent risk of injury or harm to the student or others.

The Superintendent has overall responsibility for implementing this policy and the accompanying procedure, but may delegate specific responsibilities as he/she deems appropriate.

Policy JKAA ~ Use of Physical Restraint and Seclusion was last reviewed on 4.6.2022.

DRUG, ALCOHOL, TOBACCO USE

Voluntary Referrals

Any school staff member who is approached by a student(s) about their substance abuse or tobacco problem shall accompany the student(s) to the social worker or school nurse to establish a first meeting.

Parents/guardians or students who have a concern about a student's possible substance abuse or tobacco problem are encouraged to notify the social worker or school nurse of their concern. However, such referrals cannot be used to avoid disciplinary action after a known violation of the policy.

A student concerned about his or her own substance abuse or tobacco problems may seek the assistance of the social worker or school nurse. Self-referral will not result in any disciplinary action. However, a student may not use self-referral to avoid disciplinary action after a known violation of the policy.

The social worker or school nurse will meet with the student and his/her parents/guardians (if appropriate) to perform a non-clinical chemical health assessment and develop an action plan to meet the student's particular needs.

Confidentiality of student information concerning substance abuse issues will be maintained in accordance with state and federal laws.

Non-Voluntary Referrals Procedures and Consequences

Any student found to be using, possessing, manufacturing, distributing, purchasing, or selling alcohol or tobacco products (to include vaping) or scheduled drugs or controlled substances shall fall under this classification and shall be subject to the penalties outlined below.

Non-voluntary referrals are to be brought to the principal or his/her designee. Any staff member who suspects that a student is violating any portion of this policy is required to make a non-voluntary referral which will then be followed up by the principal or his/her designee. Students who suspect a student is in violation of this policy are strongly encouraged to make a non-voluntary referral to the principal or his/her designee.

Drug, Alcohol, Tobacco Related Discipline

The following progressive intervention and disciplinary procedures for non-voluntary referrals are intended as guidelines only. The principal reserves the discretion to impose consequences up to and including a recommendation for expulsion for any violation of the Board's drug, alcohol and tobacco policy. In determining the level of discipline, the principal may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation, any action plan developed with the social worker or school nurse, and the student's prior disciplinary record.

Drug and Alcohol Violations

Consuming, possessing, receiving or being under the influence of a prohibited substance on school grounds or at a school-sponsored event:

First Offense – The principal or his/her designee will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student;
3. Notify and meet with parents/guardian;
4. Notify the Superintendent, school nurse and the social worker; and
5. May involve appropriate law enforcement official;
6. Suspend the student from school for three (3) to five (5) days.

Second Offense – The principal or his/her designee will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student, parents/guardians and social worker or school nurse to develop a follow-up plan;
3. Notify the Superintendent;
4. May involve appropriate law enforcement official;
5. Suspend the student from school for seven (7) to ten (10) days.
6. If the student fails to comply with the follow-up plan developed with the social worker or school nurse further disciplinary action will result.

Third Offense – The principal or his/her designee will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student and parents/guardians;
3. Require that the student be referred for clinical chemical health evaluation;
4. Notify the Superintendent;
5. May involve the appropriate law enforcement official;
6. Suspend the student from school for ten (10) days and recommend expulsion.

Furnishing, selling, buying or manufacturing a prohibited substance on school grounds or at a school-sponsored event:

First Offense – The principal or his/her designee will:

1. Confiscate the prohibited substance and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the Superintendent;
4. Involve appropriate law enforcement official;
5. Suspend the student for ten (10) days and may recommend expulsion.

Tobacco Violations (including vaping) on school grounds or at a school-sponsored event

First Offense – The Principal or his/her designee will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student
3. Notify parents/guardians;
4. Notify the school nurse and social worker;
5. May involve appropriate law enforcement official if the student is under the age of 18;
6. One (1) day in-school suspension.
7. The student must meet with the social worker or school nurse who will provide the student with anti-tobacco resources.

Second Offense – The Principal or his/her designee will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardians;
3. Notify the school nurse and social worker;
4. May involve appropriate law enforcement official if the student is under the age of 18;
5. Three (3) day in-school suspension.
6. The student must meet with the social worker or school nurse to develop a follow-up plan. If the student fails to comply with the plan, it will result in further disciplinary action.

Third and Subsequent Offenses – The Principal or his/her designee will:

1. Confiscate the tobacco product and verify offense;
2. Meet with the student and parents/guardian;
3. Notify the school nurse and social worker;
4. May involve appropriate law enforcement official if student is under 18 years of age.
5. Five (5) day in-school suspension.

Procedures at School Functions

If a violation of this policy occurs at a school function, staff will take the following steps:

1. If there is a medical emergency, standard school procedures shall be followed.
2. The student shall be removed from the function and/or returned to school. The student should not be left unsupervised.
3. The parents/guardian shall be called (or emergency card contact) to pick up the student.
4. Local law enforcement officials may be called to the scene.
5. If the student(s) refuses to cooperate or flees the scene, local law enforcement officials are to be called and informed. Provide names, make model of vehicle, etc.
6. The principal (and superintendent if appropriate) is to be notified
7. The principal or his/her designee will follow the disciplinary procedure outlined in this policySee **Policy JICH**.

EXPULSION

No student shall be expelled from school except by action of the Board. The Board shall expel students as provided in 20-A MRSA § 1001(9) and (9A). The Board also has the authority to readmit an expelled student on satisfactory evidence that the behavior, which was the cause of the student being expelled, will not likely recur.

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

Harassment of students because of race, color, sex, orientation, gender religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, orientation, gender religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board **Policy JICIA** – Weapons, Violence and School Safety.

Sexual Harassment Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student’s education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Title IX Coordinator (affirmative action officer) will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. (See **Policy ACAA, ACAA-R**)

HAZING

Hazing is prohibited. Maine statute defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.”

No student shall plan, encourage, or engage in such activities in connection with any school program or activity including extra-curricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion, and/or other appropriate disciplinary measures. (See **Policy ACAD**)

HEALTH AND SAFETY SEARCHES OF STUDENT LOCKERS

A locker is assigned to each student by the homeroom teacher on opening day of school. It is the student’s responsibility to see that the locker is in order at all times. The locker is provided for student convenience and is school property; therefore, it is legally subject to inspection at all times and random searches may occur by teachers, administrators and local law enforcement. (See **Policy JIH**)

QUESTIONING AND SEARCHES OF STUDENTS

School Administrators are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

Students may not bring, possess or store at school any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

Students' use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

STORAGE FACILITIES

Definitions: The term "storage facility" includes but is not limited to lockers, club or team offices, closets, bins, cloakrooms, team rooms, and desks. (See **Policy JIH, JIH-R**)

STUDENTS SHALL NOT KEEP CONTRABAND OR WEAPONS OF ANY KIND, OR HIGHLY PERSONAL ITEMS IN ANY SCHOOL STORAGE FACILITIES. STUDENTS ARE DISCOURAGED FROM BRINGING ANY VALUABLES TO SCHOOL, INCLUDING MONEY AND PERSONAL TECHNOLOGY.

Implied Consent by Students to Unlimited Access To Storage Facilities by School Authorities
All students who use or accept the use of any "storage facility" shall thereby imply their consent to the shared or joint custody and control of the "storage facility" with school officials. A student who uses a school "storage facility" agrees to the opening, cleaning, inventory, inspection, relocation, removal, alteration, destruction, search, reassignment or disposal of that "storage facility" and its contents by school officials without prior notice.

All students who accept the use of, or use, any "storage facility" shall thereby accept the limitations, restriction, rules and regulations relating to such "storage facilities".

SUSPENSION

The Board delegates to the Principal the authority to suspend disobedient and disorderly students for periods not to exceed ten (10) school days per suspension incident.

Prior to the suspension, except as hereinafter provided:

The student shall be given oral or written notice of the charge(s) against him/her;

The student shall be given an explanation of the evidence forming the basis for the charge(s); and the student shall be given an opportunity to present his/her version of the incident.

However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the instructional process may be immediately removed from school.

In such cases, the notice of charges, explanation of evidence, and the student's opportunity to present his/her version of the incident shall be arranged as soon as practicable after removal of the student from school.

The student's parents/guardians shall be notified of the suspension as soon as practicable by telephone (if possible) and by written notice sent by mail. A copy of the notice shall also be sent to the Office of the Superintendent.

The parents/guardians and the student shall be required to schedule a conference with the Principal within three (3) days of the suspension in order to insure continued admittance to school.

Students are responsible for any schoolwork missed during their suspension. All suspensions shall be treated as unexcused absences. After re-admittance, the student shall be permitted to take tests, quizzes or any other form of evaluation affecting their grades.

Suspension: Participation in School Activities

Students who are under suspension are not allowed to attend or participate in any school-sponsored activities. Suspensions end on the day of the student's return to school following the period of suspension. Suspension may be either out-of-school or in-school. For example, a student undergoing a one-day in-house suspension may not take part or attend any after school activities on the day of the in-house suspension.

WEAPONS, VIOLENCE AND SCHOOL SAFETY

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

School staff are required to immediately report incidents of prohibited conduct by students to the Principal for investigation and appropriate action. Students may, at their option, report such an incident to either the Principal or any staff member who will then report the incident to the Principal.

Prohibited Conduct

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

- Possession and /or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include, but are not limited to, firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nun chucks;
- Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include, but are not limited to, bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys or laser pointers).

- Violent or threatening behavior, including, but not limited to, fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- Verbal or written statements (including those made on or through a computer or cell phone), which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program.
- Willful and malicious damage to school or personal property;
- Stealing or attempting to steal school or personal property;
- Lewd, indecent, or obscene acts, or expressions of any kind;
- Violations of the school unit's drug/alcohol and tobacco policies;
- Violations of state or federal laws; and
- Any other conduct that may be harmful to persons or property.

Disciplinary Action

The Principal may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy, is deliberately disobedient and deliberately disorderly within the meaning of Maine Educational Statute 20-A MRSA policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

Such conduct may also be grounds for expulsion under other provision and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA§1001(9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school (as defined by federal law) shall be expelled for a period of not less than one year, unless the Superintendent on a case-by-case basis modifies this requirement.

All firearm violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board **Policy JKF**.

Psychological Evaluation/Risk Assessment

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school. The student shall be suspended until such time as this evaluation is complete and a report made available to the school.

The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior. All such evaluations shall be performed at the school unit's expense.

If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action. (Policy JICIA)

TRANSPORTATION

Licensed Automobile Use

1. Licensed students are permitted to drive automobiles to school.
2. Students must leave the automobiles upon arriving at school and not return to them until they leave school for the day unless they have specific permission by the school administration to do so.

Student Parking and Vehicle Use (Policies JLIE & JLIE-R)

- School buses may not be passed when loading or unloading on school grounds. Violators may be subject to prosecution.
- No one is to be in or around vehicles during school hours. Park the vehicle, lock it, and leave it for the day.
- Park only in rows to allow free movement of vehicles. Observe the lines and park between them. Snowmobiles must park only in the area designated on the far side of the parking lot.
- Student parking is designated as the back row, closest to the woods line.
- The privilege of driving to school and parking in school lots may be denied to students if the privilege is abused.

Bicycles

- Helmets must be worn as required by Maine law.
- Know and obey bike safety laws.
- Park only at the bike rack.
- Lock bike securely to the rack. School accepts no liability to loss or damage.
- Walk while on the sidewalks in front of the school.
- The privilege may be denied if abused.

Bus Conduct

The law does not relieve parents of students from the responsibility of supervision before the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Once a student boards the bus – and only at that time – does he/she become the responsibility of the school system. Such responsibility ends when the student is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board requires students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a student does not conduct him/herself properly on a bus, such instances are to be brought to the attention of the building Principal by the bus driver as soon as possible upon arrival at the school. The Transportation Director will inform the parents immediately of the misconduct and request their cooperation in checking the student's behavior.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the Principal. In such cases, the parents of the student involved become responsible for seeing that their student get to and from school safely.

Bus Procedures

The privilege of riding on the bus is conditioned upon the behavior and observance of the rules pertaining to proper conduct. Drivers are authorized to enforce these rules and to make suggestions in line with good citizenship. Students are expected to behave on the bus in a way that ensures their safety and the safety of others.

Meeting the bus:

- All students must be on time.
- The school bus will come to a complete stop at every stop, but will not wait unless the student is in view.
- Students walking on the road to a bus stop should walk on the left shoulder of the road, facing traffic.
- Students, when crossing the road, should walk, not run.
- Students shall not run alongside the bus while it is moving.
- Students should stand well away from the shoulder of the road and in an orderly group while waiting for the bus.

On the bus:

- School buses are the property of RSU 78 and all school behavioral rules apply while on the bus.
- The driver is in full charge of the bus and maintaining safety of students.
- Additional Safety Rules include:
 - a. not crowding or pushing while entering or exiting the bus
 - b. facing forward in the seat
 - c. opening windows without permission of driver
 - d. not putting any objects out the windows including arms and/or legs
 - e. any behavior that is a distraction for the driver
 - f. under normal circumstances food and drink shall not be consumed on the bus
 - g. aisles must remain clear at all times
 - h. Students must remain seated while the bus is in motion.

Failure to obey the rules shall result in disciplinary action up to and including removal from school transportation.

ACADEMIC INFORMATION

ADD/DROP

Students may add or drop classes within the periods listed below with no conditions, except that they must make up missed work in the class they are adding.

Open period:

Fall semester – Ten days before the opening of school and until September 20, 2023

Spring semester – By February 2, 2024

Conditions beyond the open period: After the end of the add/drop period, classes may be dropped only after consultation between the parent, teacher, guidance counselor, and principal.

Students permitted to drop a class after the set time limit will receive either a withdrawal-pass (“WP”) or a withdrawal-fail (“WF”) on their permanent record based on their average at the time of withdrawal.

A WF will be considered for the quarter in which it occurs and will affect the student's eligibility for extracurricular activities.

If a student is permitted to switch levels of a class after the set time limit, the numerical average of the class being dropped will be transferred into the class being added and will be averaged into the quarter grade on a prorated basis. Changes in class periods not related to add-drop or course level must have the approval of a parent, the teacher and the Principal.

ADVANCED PLACEMENT AND WEIGHTED GRADES

Rangeley Lakes Regional School offers Advanced Placement (AP) courses in several subject areas. These courses are college-level courses, and many colleges give regular college credit or advanced standing to those students attaining a predetermined score on the advanced placement examination. Students enrolled in AP courses are expected to take the AP exam(s) in May. Students who elect not to take the AP exam(s) will be given a final exam, which will count as one-fifth of their final grade. (See **Policy IKC**)

CLASS STANDING

Class standing for Grades 9-12 shall be compiled by semester using the student grade point average (GPA). In order to be eligible for honors or awards based wholly or in part on academic achievement (e.g., valedictorian, salutatorian, class speaker"), a student must have been enrolled for a full year prior to graduation. Students who do not meet this enrollment requirement will not be ranked for the purpose of determining eligibility for graduation honors, awards, or scholarships.

COLLEGE VISITATIONS

Sophomores, Juniors and Seniors are encouraged to visit colleges as part of the post-secondary process and will, therefore, be allowed a day of excused absence for each visit to a maximum of four days. The student is responsible for scheduling appointment with colleges. Students must obtain approval for college visits from the Director of Student Services.

CONCURRENT COLLEGE COURSES

Some students like the challenge of taking an additional course at a college. The grade earned for the approved course will be recorded as received from the college and will become part of the student's high school transcript. See the Director of Student Services for information.

EARLY ADMISSION TO POST-SECONDARY SCHOOLS

A junior desiring early attendance at an accredited post high school institution, to include a two-year Junior or Community College, two-year Vocational-Technical College, or a four-year college shall meet with the Guidance Director to discuss the plan for early admission. (See **Policy IKEBA**)

EARLY GRADUATION

Juniors may petition for early graduation if all requirements listed under "Graduation Requirements" will be met prior to graduation. (See **Policy IKF**)

FAILED COURSES

With the exception of courses taken under **Policy IHCDA** and at Foster Career and Technical Education Institution, students must receive a score of 70 or higher to earn credit for a high school level course.

Students who fail a required course with a grade below a 60 for one or more semesters should arrange with the guidance counselor to make up the course as soon as possible. Correspondence courses are acceptable with the approval of the principal. Credit recovery is an option for students who earned a 60-69 in a failed course.

Credit recovery is available for students who earn 60-69 for one or more semesters in a course. A team consisting of the classroom teacher, student, parent/guardian, and school counselor will meet to create a plan to recover the necessary content to earn credit. The plan will require the approval of the building principal or their designee. Once the student has satisfactorily completed the recovery plan, their transcript will be amended to show a pass (P) for credit recovery. The original course grade will remain on the transcript.

GRADING SYSTEM

Grades 6 – 8

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = 0-59
A = 93-96	B = 83-86	C = 73-76	D = 63-66	
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62	

Grades 9 -12

A 93-100	B 85-92	C 76-84	D 70-75	F 69 and below *no credit awarded	WP Withdraw Pass – No credit awarded	WF Withdraw Fail– No credit awarded	INC Incomplete - No credit awarded
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*With the exception of courses taken under **Policy IHCDA** and at Foster Career and Technical Education Institution, students must receive a score of 70 or higher to earn credit for a course.

GRADUATION REQUIREMENTS

See **Policy IKF** for minimum guidelines to achieve a Rangeley Lakes Regional School diploma based on both state and local requirements.

Note: With the exception of courses taken under **Policy IHCDA**, the student’s transcript will reflect one-half (0.5) credit for each semester course successfully completed. Courses taken under **Policy IHCDA** shall be awarded one (1.0) credit per semester if successfully completed with a passing grade. RLRs will not fund any expenses incurred in the election of this option with the exception of courses taken under **Policy IHCDA**.

HIGH SCHOOL CREDITS BY MIDDLE SCHOOL STUDENTS

The Regional School Unit 78 School Board believes that the awarding of high school credit to middle school students taking high school level courses will offer an incentive for students to take more rigorous and demanding courses when they reach high school.

Middle school students wishing to enroll in high school level courses must have parental, teacher, and Principal permission and Superintendent approval prior to enrollment.

HONOR ROLL Grades 9-12

Rangeley Lakes Regional School's Honor Roll is established to recognize student academic achievement. The Honor Roll* consists of two (2) levels: High Honors and Honors. (See **Policy IKD**)

*Note: In all cases, an incomplete shall remove the student from Honor Roll status.

INCOMPLETES

Students whose work is not complete at the end of each term and who have made arrangements with the teacher will be issued an incomplete. After ten (10) days, the incomplete shall become an F unless an agreement to extend the ten (10) day period is agreed to by the teacher. In all cases, an incomplete shall render the student ineligible for Honor Roll.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS), sponsored and supervised by the National Association of Secondary School Principals (NASSP) was established to recognize outstanding high school students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character.

In order to be considered for membership, students must first demonstrate Scholarship by meeting the cumulative grade point average established by the NHS selection committee; they are then eligible for further consideration on the basis of service, leadership, and character. Service is defined as the voluntary contributions made by a student to the school or community, without compensation and with enthusiastic contributions made by the student to the school or community, without compensation and with an enthusiastic spirit. Student leaders are resourceful, good problem solvers, promoters of school activities, idea contributors, dependable, and exemplify positive attitudes. Leadership experiences can be drawn from school or community activities. The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, and shows courtesy concern and respect for others.

PROMOTION, RETENTION AND ACCELERATION OF STUDENTS

While most students will advance from one grade to another at the end of the academic year, some students may benefit from retention or acceleration. Decisions concerning promotion, retention, or acceleration of a student should be consistent with the best educational interest of that student. (See **Policy IKE**)

REPORT CARDS

Students receive one report per marking period. Report cards are generated at the end of each marking period (K-5 will score at the end of each semester; 6-12 will score at the end of each quarter). The expectation is that students will share their report card results with their parents/guardians.

STUDENT SERVICES PROGRAM

The Rangeley Lakes Regional School Student Services Program is an integral part of the school curriculum. Its goal is to help each student, in any way possible, to be successful in school. The program gets to know, understand, and work with students. Classroom guidance time, small groups, and individual sessions may involve the social worker, the school nurse, a psychological services provider, and/or the school counselor. The program is developmental, K-12, and is available to all students. In addition to the guidance services program, the student services director assists with career and post-secondary preparation and serves as a resource to teachers and parents.

GENERAL SCHOOL INFORMATION

ADMINISTRATION OF MEDICATION TO STUDENTS

The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication. (See **Policies JLCD, JLCD-R, and JLCDA**)

ADVERTISING IN SCHOOLS

Product advertising and/or endorsement is discouraged at RLRS. (See **Policy KHB**)

ACCIDENT AND EMERGENCY PROCEDURES

Any life-threatening emergency must be handled as efficiently as possible. Report the incident to the office and, if appropriate, complete any forms provided. (Emergency shower and eyewash equipment are available in the science lab.) Any emergency or accident on school grounds or in association with any school activity must be reported to the responsible supervisor immediately. If a teacher or adult is not immediately available, the student is to:

1. Go to the nearest phone and dial 911
2. State their name and where they are
3. Say, "I have an emergency!"
4. State the type of emergency

(In the event of an accident or emergency it is imperative that students notify the nearest adult. That adult will take immediate action.)

BUILDING ACCESS

1. The main building and the office open at 7:30AM. **Students may not enter the building before 7:45am**
2. Students must remain on campus during "break."
3. The school day ends at 2:30PM on Mondays, Wednesdays, Thursdays, and Fridays.
The school day ends at 1:30PM on Tuesdays.
4. Students may remain in the building after the end of the school day only when supervised by a faculty member or coach.

CAFETERIA CONDUCT

The conduct expectations of the cafeteria are based on the principles of responsibility and mutual respect. Failure to meet these expectations may result in disciplinary consequences.

CARE OF SCHOOL PROPERTY

Each student is responsible for loss or damage beyond normal wear of textbooks, other school property, and facilities that they use. Students will be billed for the replacement costs of such materials. If reimbursement is not forthcoming within a reasonable time: Damage to school property may be recovered in a civil action to obtain the permitted “double the damage;”

CELLULAR TELEPHONES OR OTHER ELECTRONIC DEVICES

Students are prohibited from using privately owned electronic devices on the RLRS campus. Cellphones, handheld computers, iPods, tablets, and any other personal electronic device is not to be seen in the classroom or hallway.

Devices must be powered down and kept in the student’s backpack or locker during the school day. **Devices that are being misused will be confiscated.** It is to be noted that while participating in school-sponsored activities, all school rules apply.

Exceptions can be made base on circumstances and grade span approved by the principal or designee.

The use of cameras is strictly prohibited in locker rooms and restrooms. Camera use in other areas of the school is to be limited to classroom projects with permission of a teacher; students are required to obtain permission from individuals before photographing them.

Any use of other electronic devices that violates any Board policy, administrative procedures or school rule is strictly prohibited. This includes, but is not limited to violations of the student code of conduct, harassment and cheating.

Students violating these rules will be subject to discipline, which may include:

1. Exclusion of the device from school for an extended period
2. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student’s disciplinary record.

CHEATING/PLAGIARISM

Academic honesty is required at all times. Dishonesty in any form, including cheating, copying, giving answers, plagiarism (taking credit for the work of others), copyright violations, false authorship, and theft or pre-examination of tests, is forbidden. Students caught cheating or plagiarizing will receive a zero on the assignment and be referred for disciplinary action.

CLASS PLACEMENT

See “Promotion, Retention and Acceleration of Students”.

COMPUTER AND INTERNET USE RULES

Each student is responsible for his/her actions and activities involving school unit computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit’s computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students who have questions about whether a particular activity or use is allowed are encouraged to contact the principal or the technology coordinator. These rules apply to all school electronic devices wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed. (See **Policy IJNDB**)

CONTROVERSIAL ISSUES

Education in reflective and responsive thinking is incorporated in course offerings at all grade levels. Open, constructive dialogue about issues of public concern is a hallmark of lifelong learning and responsible citizenship. This includes the discussion of controversial social, political, and economic topics and policies.

RLRS believes in honoring teachers' academic freedom as well as students' individual identities. As such, RLRS shall create a safe, inclusive learning environment where students are able to participate freely in academic dialogue as speakers and listeners.

The school environment shall be used to provide balanced information and ideas on issues of opinion so that student may formulate their own positions and opinions.

Should a parent/guardian wish to seek further information about topics taught in the classroom, they should speak first with the classroom teacher. (See **Policies IMB, IMB-E, IMB-R, IMBB**)

COPYRIGHT COMPLIANCE

The School Board expects all employees and students at the Rangeley Lakes Regional School to comply with the federal copyright law and guidelines. Employees and students who willfully disregard the law/guidelines do so at their own risk. Rangeley Lakes Regional School will not extend legal and/or insurance protection to employees or students for willful violations of this policy. Such violations may also result in disciplinary action.

DANCE/PROM PROTOCOL

Dance/prom protocols include but are not limited to the following:

1. All dances must be pre-approved.
2. Complete a "Dance Approval Form (**Policy JJE**)" and a "Fund Raising Request Form (**Policy JJE-E-1**)" a minimum of twenty (20) days prior to the planned event.
3. Set up and clean-up is the responsibility of the sponsoring group and advisors.
4. Dances/Prom are open only to RLRS students and their guests. Students bringing guests from outside of Rangeley are to complete and present to the Principal a Guest Request for Dances/Prom form, a minimum of three (3) school days before the event. Only 1(one) guest request per RLRS student will be approved.
5. If approved, the principal will copy the form, keeping one for file purposes and provide one to the lead chaperone.
6. Once a student and/or his/her guest leave the dance, he/she/they cannot re-enter. If a student should, however, have to leave for a legitimate reason, e.g. forgot purse in a car, a chaperone must accompany that student and that student may re-enter.
7. All school rules are in effect at dances/prom.
8. Dances for high school students will run from 8:00PM to 11:00PM
9. Dances for middle school students will run from 7:00PM to 9:30PM
10. No one will be admitted to any high school dance/prom after 9:00PM (7:30PM for middle school)

DRESS CODE

Appropriate dress is a reflection of respect for the learning environment and as such the Board has an established Dress Code policy (See **Policy JICA**).

- A. Articles of clothing that promote the use of tobacco, alcohol, weaponry, violence, profanity or drugs may not be worn on school grounds (when school is in session) or at school functions.

- B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing with displays that are sexual, vulgar, lewd, harassing, indecent or include insulting words (e.g. racial/ethnic slurs) are impermissible.
- D. Clothing that is destructive of school property (e.g. cleats, pants with metal inserts that scratch furniture) is not permitted
- E. Hats are permitted **for high school students only** with the following exceptions:
 - * in classrooms and in other teaching spaces at the teacher’s discretion
 - * at assemblies and class meetings

Dress requirements shall include but not be limited to:

- Clothing that is clean and appropriately covers the body.
- Appropriate footwear at all times.
- Clothing that is necessary for health and safety reasons -e.g. lab coats and goggles, physical education attire, etc.

Dress restrictions shall include but not be limited to:

- Any clothing that allows bare midriffs: exposes private anatomy; is strapless, employs “spaghetti straps” or exposes bra straps; exposes excessive cleavage; is excessively tight, form fitting or short; is a halter top or tube top; is either low or short enough to expose underwear or private anatomy is prohibited.
- Clothing of any type that displays directly or indirectly references to drugs, alcohol, tobacco, sexual references, illegal activities or acts.
- Clothing of any type that is seen by the principal or his/her designee to violate in any manner the Board’s policies regarding discrimination or harassment.
- Sunglasses unless approved for medical reasons (a doctor’s note shall be required).
- Clothing, jewelry or accessories that could be used to mar or destroy school property; pose a safety hazard to the student or others; or could be used as a weapon.

Students who choose not to adhere to the dress code will not be permitted to return to class, will finish the school day in the principal’s office and his/her parents/guardians will be notified of the disciplinary infraction. The administration reserves the right to make determinations about acceptable or unacceptable as well as appropriate disciplinary action.

DELIVERIES

Personal deliveries disrupt class time. We ask parents to refrain from having flowers and/or balloons delivered to students at the school.

EDUCATIONAL RESEARCH

No student shall be required, as part of any school program that is wholly or partially funded by the Department of Education to submit to any survey, analysis, or evaluation that reveals personal information.

EXEMPTION FROM REQUIRED INSTRUCTION

Requests for exemption from instruction must be made in writing to the building Principal and are subject to the approval of the Principal. (See **Policy IMBB**)

FOOD SERVICE

Rangeley Lakes Regional School's Food Service Program provides to all students at a minimum cost a breakfast and lunch program that is nutritionally balanced and prepared with the highest standards of safety and cleanliness. Meals will be presented in an attractive style and served in a friendly and courteous manner. **ALL MEALS FOR THE 2023-2024 SCHOOL YEAR WILL BE FREE TO ALL RLRS STUDENTS.**

2021-20212 Food Service Program Meal Prices

K-8	9-12
Breakfast = FREE	Breakfast = FREE
Lunch = FREE	Lunch = FREE

Students with Special Dietary Needs (See **Policy EFA, EFA-R**)

FOREIGN TRAVEL: SCHOOL SANCTIONED

The educational program for students can be enhanced through the wise use of foreign travel. However, it is expected that the reasons for the travel are to be clearly defined and consistent with the learning outcomes of the content area(s) sponsoring the trip. (See **Policy IICA**)

FOREIGN TRAVEL: NON-SCHOOL SANCTIONED

Teachers, on a voluntary basis, may lead student trips. These unofficial trips may not occur during the school day and are not endorsed or supported by the RSU 78 School Board.

FUND RAISING

The Board recognizes that it is responsible for providing through the budget process the resources necessary to support the school unit's instructional program. However, the Board acknowledges that student organizations may wish to engage in fundraising in order to support their activities, to provide funding for social events and/or student travel, to benefit the school or community, or for humanitarian purposes. (See **Policy JJE, JJE-E-1, JJE-E-2, JJE-E-3, JJIB**)

GREEN AND GOLD DAYS

Green and Gold Days apply primarily to the high school schedule. We use this schedule to match up with Foster Tech's schedule where classes meet every other day in double time periods. This allows RLRS students to attend Foster's and still meet RLRS graduation requirements.

GUESTS/VISITORS

Guests/visitors are any person not an employee or student of the school.

All visitors and/or guests must sign in at the office and take a visitor's pass.

To avoid disturbances for students and teachers during instructional time, all visitors must respect all school rules.

Following these guidelines will assist us to improve the safety and security for our students, staff, and visitors. Visiting students need to fill out and have a guest form approved by the teacher and principal prior to the day they visit. Visitors should not enter classrooms after 7:30AM or before walkers are dismissed in the afternoon, without prior arrangement with the teacher.

HALL PASSES

If a student leaves the classroom during class, he/she must have a hall pass issued by the teacher with destination and time clearly marked. Passes will not be issued for phone use, drinks, or other non-necessary reasons during class time. Students must sign out and back in again on the Rest Room Sign Out Sheet.

HOME SCHOOLING

Parents/ guardians who wish to have their children fulfill the compulsory school attendance law through equivalent education by home schooling must comply with the provisions of 20-A MRS § 5001-A(3)(A)(4). State forms for this purpose are available online.

HOME SCHOOL – PARTICIPATION IN SCHOOL PROGRAMS

Home-schooled students who have obtained approval for equivalent instruction under rules established by the Commissioner of Education may participate in academic, co-curricular, and/or extracurricular activities.

HOMEWORK

Grades K-5

- K-5 students may be assigned up to 10 minutes of homework per grade level. Students are encouraged to read or be read to an additional 30 minutes per evening.
- It is an expectation that all homework is due on time.

Middle School

The homework policies of individual teachers are designed to meet the instructional needs of each class and will be shared with students at the start of the school year.

High school

On average a maximum of three hours per night, including all subjects, may be assigned. For AP courses and dual-enrollment courses additional homework may be assigned.

In all cases of late work, students have two (2) days for each day missed in which to complete any missed school work.

IMMUNIZATION OF STUDENTS

All students who enroll in the school unit schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella and varicella (chicken pox). (See **Policy JLCB**)

LEAVING SCHOOL GROUNDS

Once a student arrives at school, he/she is expected to remain at school until dismissal. Parental authorization is a **MUST** before a student leaves the building. It is the student's responsibility to deliver parental authorization to the office or to have a parent call with authorization prior to dismissal. If a student leaves without authorization, he/she will not be readmitted unless accompanied by parent/guardian or police. A conference will be held with student, parent/guardian and administrator prior to return to class. If a student is 18 years or older they are allowed to sign themselves out of the building without parental consent. They will be considered absent unexcused for the period they miss unless they are a senior and have been given senior privileges (based on the senior privileges requirements).

Dismissals due to illness must be handled through the nurse's office. A student must be dismissed into the care of a designated adult.

Police and parents will be contacted when a student leaves the grounds without authorization.

LEGAL AGE

Eighteen (18) year old students have full rights regarding access to and use of their school records. All students, regardless of age, are required to provide parent or guardian's signatures on notes and school forms such as rank cards, courses' change slips, discipline correspondence and progress reports. Exceptions may be permitted when students are not living at home and do not have ready access to parents or guardians. Students who have been granted permission to sign their own notes must have them countersigned by the office. (See **Policy JID**)

LIMITED/OPEN FORUM

The Equal Access Act (Title VIII of Public Law 98-377) requires that public secondary schools grant equal access to student groups who wish to meet for religious, political, or philosophical purposes, if the school allows other types of non-curriculum-related student groups to meet. The Equal Access Act establishes the limited public forum be held during non-academic times as determined by the school principal to ensure equal access to student groups wishing to meet.

LIBRARY/MEDIA CENTER

The library media center is an educational center vital to the whole educational process. We encourage students, staff and community members to make use of our facilities. The center reflects the needs and interests of students. We ask everyone to cooperate and be respectful of others as they use the media center.

Students are responsible for return of materials and replacement cost of lost or damaged materials. Library procedures are posted and students may be restricted or limited in their usage if policy is not followed.

LIFE-SUSTAINING EMERGENCY CARE

For students who may present an ongoing need for medical interventions at school, including a need for life-sustaining emergency care, school personnel shall convene a team meeting for the purpose of developing an individualized plan to address the student's specialized health needs. (See **Policy JLCE**)

LOST AND FOUND

Parents and students should check the Lost & Found area regularly to reclaim owned items.

PARENT DROP OFF/ PICK UP OF STUDENTS

To improve the safety of students and others, parents MAY NOT drop off students at school before 7:45AM.

In the morning, busses and parents are allowed in the bus loop for drop off. NEVER pass a school bus when lights are flashing.

MORNING ARRIVAL

ALL STUDENT DROP OFFS WILL OCCUR IN THE LOOP

Students will have a designated entry/exit point. Arrival time is 7:45AM. There is no morning recess. Students CANNOT be dropped off prior to 7:45AM

AFTERNOON DISMISSAL

****THERE ARE NO LOBBY PICKUPS****

If a student needs to be dismissed early for a **scheduled appointment**, the front office must be notified in advance. It is recommended that students be picked up before 2:00PM (1:00PM on Tuesdays) to avoid congestion with bus traffic.

Parents will park in the parking lot and enter the vestibule and sign out their child.

For students who are being dismissed due to illness, school nurse Lindsey Savage will escort the child out to the parent in the vestibule.

Order of dismissal for the afternoon:

1. Buses load in the parking lot at 2:15PM (1:15PM on Tuesdays). Buses load from back to front. Seats are assigned.
2. Student drivers, their siblings depart, walkers and students being picked up in the loop are then dismissed.

Students who are not riding the bus will be released by the office in accordance with dismissal procedures.

No students in grades K-3 will be released off the bus without visual confirmation of a parent/guardian to receive the student into their custody.

For any student grades K-12 not getting off at their regularly scheduled bus stop or who are riding a bus when then normal do not ride the bus, **communication must be made with the office, authorizing this change by 2pm. Bus changes will not be accepted after 2pm unless it is an emergency (accident, unexpected trip to ER/doctors)**. Once communication is made to the office (either by a note or a phone call) the student will be given a bus pass that will notify the bus driver of the situation. Students will not be allowed on the bus (if they are not regular bus riders) or allowed to get off the bus at a different location without such a pass.

Parents whose children are tardy should drop these children off in the main office, at which point a staff member will escort the child to the classroom if necessary.

PHYSICAL EXAMINATION OF STUDENTS

Parents/guardians are encouraged to have their children physically examined prior to entering school and again prior to entering Grades 4, 7, 9 and 11. Dental examinations are also encouraged. (See **Policy JLCA**)

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Federal law allows for student and staff to refrain from reciting the Pledge of Allegiance. Should any student or staff not wish to recite the Pledge, they must remain quiet during the recitation, Moments of Silence are permitted under law in the school setting. While students and staff cannot be required to participate in a Moment of Silence, silence and respect for others is required.

PUBLIC CONCERNS AND COMPLAINTS

Parents, students or other citizens with complaints or concerns regarding any aspect of the Rangeley Lakes Regional School or an employee thereof shall be encouraged to seek a resolution at the lowest possible level. (See Policy KE) This means that you should seek out the individual with whom you have a complaint before moving to the supervisor of that individual.

PUBLIC DISPLAYS OF AFFECTION

Any public display of behavior beyond age-appropriate hand-holding, such as hugging, kissing, etc. between students is not appropriate behavior on school grounds. Students displaying such behavior are subject to disciplinary consequences.

PUBLIC RIGHT TO KNOW

The Board will comply with all applicable sections of Maine's Freedom of Access Act. Except as otherwise provided by statute, all Board proceedings shall be open to the public, any person shall be permitted to attend, and any records or minutes of such proceedings that are required by law shall be made promptly and shall be open to public inspection. (See **Policy KDB**)

RAFFLES

The principal must approve all raffles at the Rangeley Lakes Regional School.

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

A cooperative relationship with law enforcement authorities is desirable for the protection of students and staff, maintaining a safe school environment, and safeguarding school property. (See **Policies KLG, KLG-R**)

SALE OF FOODS IN COMPETITION WITH THE SCHOOL FOOD SERVICE PROGRAM

No food should be sold during the regular school day. However, when foods and beverages are sold to attendees after school at community events sponsored by the school or held on school property, students, staff, parents or school-sponsored organizations involved in such sales are encouraged to include at least some healthy food choices.

SCHOOL CANCELLATION

The decision to close school due to weather or other emergencies rests with the appropriate administrator. On storm days, school closings or delays will be announced on the website homepage, over television channels 6 and 8, through the REMIND text messaging app and on the school's Facebook page. The staff will be notified by telephone through a calling network or via REMIND. When school is delayed due to inclement weather, bus runs and classes will begin one or two hours later than normal.

In the event of inclement weather that causes the closing of school or early-release of school; high-school varsity teams may still practice with approval of the Athletic Director. Middle School teams will not practice. No other student activities will be held at school.

If the decision is made to close school after the school day has started, students will be sent home via their normal routes. Every attempt will be made to contact parents of students in grades K-5 by phone before the students are dismissed. Parents should make sure the school has current emergency contact information.

SCHOOL NURSE

The school nurse is on call during the school day to counsel and assist students and parents with health concerns. Her function is to administer emergency first aid and provide health supervision, medical counseling, and to call EMS for emergency transportation to an area medical facility. The health clinic is located near the front entrance to the school. Students wishing or needing a medical evaluation are to receive a pass from their teacher and report to the nurse's office. If she is not immediately available, students must check in with the school secretary in the main office.

Whenever an illness or accident requires notification of parents/guardians, such notification will be in writing with the notice sent home with the child or via a telephone call. Please be sure the emergency information that you provide to the school is always kept up to date.

Exclusions – Students are excluded from school for communicable diseases. A doctor's permit to return to school may be required by the appropriate school authorities.

Vision and hearing screenings are done annually in accordance with State guidelines for preschool students, kindergarten students and students in grades 1 through 3, grades 5, 7 and 9. A teacher/staff member or parent may make a screening request at any grade level. Parents/guardians will receive a notice from the nurse if the results of their child's screening indicate a need for further follow up. It is the responsibility of the parent/guardian to follow up with their doctor as recommended.

SECTION 504 – American Disabilities Act of 1973

If there is reason to believe that, because of a handicap, as defined under Section 504, a student needs either special accommodations or related services in the regular setting in order to participate in the school program, the district must evaluate the student. If the student is determined to be a student with a disability under Section 504, the district must develop and implement a plan for the delivery of all needed services.

STUDENT FREEDOM OF EXPRESSION

Public school students have the right to freedom of expression. However, this right or freedom is not absolute. Students are allowed to express opinions if that expression does not "materially and substantially interfere with the requirements of appropriate discipline in the operation of the school and colliding with the rights of others" (*Tinker v. Des Moines Independent Community School District*, 1969).

Therefore, students are allowed to express their viewpoints and opinions as long as the expression does not, in the judgment of the administration, encourage the breaking of laws or school regulations, cause defamation of persons, or contain obscenity or indecency. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the operation of the school.

The administration, when making its judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or the prohibition of the student speech is related to an educational purpose, since educators are entitled to greater control over school-sponsored expressive activities. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be inappropriate for their level of maturity.

Student expression made in the exercise of free speech, including expression in official school publications, shall not be deemed to be an expression of school policy. The school, the Board, school employees or officials are not liable in any civil or criminal action for any student expressions unless they have altered its content. The liability, if any, is only to the extent of the interference or alteration of the expression.

Students who violate this may be subject to disciplinary measures. It shall be the responsibility of the superintendent to develop administrative regulations regarding student rights of expression.

STUDENT PUBLICATIONS

One medium of expression is student journalism. The Board authorizes the following school-sponsored student publications at the secondary level:

1. School Newspaper and/or Magazine – A school newspaper and/or magazine will be published under the direction of a faculty sponsor. Its purposes are to promote communication between classes and allow students the opportunity to illustrate their creativity and writing skills. The paper may be distributed for a nominal charge to students.
2. Yearbook – A yearbook will be published under the direction of a faculty sponsor. Its purpose will be to provide a history of pertinent information and school events for the current school year.
The yearbook will be available to students at a cost to be annually determined by the school administration.
3. Web Pages – Students may be allowed to create or edit web pages under the direction of a designated faculty member. Its purposes are to inform the district staff, students and community of school news and to stimulate creativity and knowledge of new media.

Faculty advisors will be assigned to guide students engaged in these activities. Any commercial advertisements in these publications will conform to administrative procedures.

School-sponsored publications and productions are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the district's legitimate educational concerns. All student media shall comply with the ethics and rules of responsible journalism. Information obtained from a student's personally identifiable education records shall not be disclosed in the student publications unless the information is Directory Information or the district has received written consent from the parent/guardian or eligible student to release the information.

Students desiring to distribute non-curricular student publications must obtain approval of the principal.

STUDENT ORGANIZATIONS

Student organizations will be encouraged when they meet the simple criterion of being related to the curriculum. Such organizations will operate within the framework of the law, administrative rules, and the parameters of the learning program. When such organizations are truly contributive, their establishment and operation will be facilitated in reasonable ways by school staff and resources. Each student organization requires the assignment of at least one faculty advisor and approval by the Board in order to expend budgeted funds or engage in activities likely to be of a divisive or controversial nature.

The policy applies to on campus organizations only. It is not intended to restrict the organization of students into groups, which function apart from and are unrelated to the school program.

STUDY HALLS

The purpose of study halls at Rangeley Lakes Regional School is to provide a safe, quiet space for students to study and complete assignments.

Expectations

1. Students are required to come to study hall prepared with assignments to complete or school material to study.
2. If students complete work early they may read quietly for the remainder of the period.
3. Computer use in study halls is for the completion of work ONLY. Any student found to be mis-using their computer during their study hall will lose the use of their computer during study hall for the remainder of the school year.
4. Students are expected to show respect for all others in the study hall by refraining from any disruptive behavior.

Procedures

1. Passes
 - a. Students may present a pass from another teacher in order to be released to that teacher. Students who do not obtain such a pass in advance will not be released to another classroom.
 - b. Bathroom, drink, locker, or telephone passes will be issued as necessary and no more than one at a time.

Consequences for failing to meet expectations may result in disciplinary actions.