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MSAD # 17 POLICIES

For access to all MSAD #17 district policies please follow these directions to access the Policy Database (which includes downloadable and printable Microsoft Word versions):

- a) Log on to www.sad17.k12.me.us and on left side of screen, click on “Policy Database”
- b) search by policy code, policy name, or key words in name or text
- c) regulations, procedures, and exhibits are accessed within the policies
- d) Microsoft Word versions can be accessed by clicking that line in the policy or regulation/procedure/exhibit window

If there is a conflict between this handbook and the district policies, the district policies will govern.

MSAD #17 reserves the right to change the terms of the OHCHS student handbook at any time without notice.

Oxford Hills Comprehensive High School

256 Main Street
South Paris, Maine 04281
1-207-743-8914

Administrators

Principal _____ Theodore Moccia
Director of Vocational Education _____ David Mason
Assistant Principal _____ Jan Gauger
Assistant Principal _____ Paul Bickford
Director of Athletics _____ Jeff Benson
Coordinator of Guidance and Academics _____ Erin Flynn
Food Services Director _____ Martha O'Leary
Librarian _____ Melissa St. John
Region # 11 Student Services Coordinator _____ Jane Munn
Region # 11 Business Manager _____ Joseph Vaillancourt

Administrative Assistants

Assistant to the Principal _____ Kathy Bracken
Main Office _____ Susan Campo
Guidance _____ Sara Pruyne
Guidance _____ Bertha Nason
Student Activities/Athletics _____ Pam Colby
Health Office _____ Leah Verrier
OHCHS Library _____ Alana Deperte
Attendance Office _____ Colleen Holden
Food Service _____ Breta Howe
Technical Programs Bookkeeper _____ Shelley Cummings
Technical Programs Secretary _____ Debra Ladner

To contact any staff member (administrators, teachers, assistants) electronically:

First initial last name @ sad17.k12.me.us
Example: jdoe@sad17.k12.me.us

ACCREDITATION STATEMENT

Oxford Hills Comprehensive High School is fully accredited by The New England Association of Schools and Colleges.

"Dare to Accept the Challenge"

College Board Number.....200950

Dear Student and Parent,

Welcome to Oxford Hills Comprehensive High School (OHCHS) for the 2009-2010 school year. We are extremely excited with the opportunities that SAD #17 and Region #11 have to offer the students of the Oxford Hills School District.

The staff and administration have worked hard to create a seamless education for all of its students. You will find many pathways to the post-secondary options that students will pursue after their four years at OHCHS.

We encourage all students to be involved in the life of our school. There are a multitude of co-curricular and extra-curricular activities at OHCHS. Beyond these activities there are many clubs and organizations to help you become connected to the life of OHCHS. We encourage parents to support students academically and socially throughout their high school experience.

It is a requirement that you take the time to review this handbook completely. YOU must sign the return sheet in the front of the handbook to your Common Block Advisor (CBA). Please have your parents sign the same sheet and return it to school to keep it on hand.

The procedures and policies referred to in this handbook are designed to promote the general welfare of the entire student body. Respect for other people, regard for public property, consideration of the rights and welfare of all students should be the guideposts for student actions and reactions.

This handbook is not meant to be an all-inclusive list concerning the student code of conduct. Rather, these are the most common guidelines and responsibilities expected of all students. School Board policy always supersedes any school rules or guidelines outlined in this handbook.

We want you to remember that wherever you go you are representing the best high school in the state. "Dare to Accept the Challenge" and be part of our community and represent it with pride.

Yours truly,

Theodore C. Moccia
Principal

David Mason
Technical School Director

The OHCHS Mission:

Preparing Students for college, career, and citizenship through academic and technical education experiences as well as positive school relationships

OHCHS Academic Expectations

Communicate clearly and effectively through reading, writing and presenting.

Demonstrate creative, critical and independent thinking.

Demonstrate self-awareness of healthy behaviors and lifelong wellness.

Observe situations objectively to clearly and accurately define and solve problems.

Use technology effectively.

Have effective work place skills.

We follow the Guiding Principles of the Maine learning Results:

I. A Clear and Effective Communicator

- Demonstrates organized and purposeful communication in English and at least one other language;
- Uses evidence and logic appropriately in communication;
- Adjusts communication based on the audience; and
- Uses a variety of modes of expression (spoken, written, and visual and performing including the use of technology to create and share expressions)

II. A Self-Directed and Life-Long Learner

- Recognizes the need for information and locates and evaluates resources;
- Applies knowledge to set goals and make informed decisions;
- Applies knowledge in new contexts;
- Demonstrates initiative and independence;
- Demonstrates flexibility including the ability to learn, unlearn, and relearn;
- Demonstrates reliability and concern for quality; and
- Uses interpersonal skills to learn and work with individuals from diverse backgrounds

III. A Creative and Practical Problem Solver

- observes and evaluates situations to define problems;
- frames questions, makes predictions, and designs data/information collection and analysis strategies;

- identifies patterns, trends, and relationships that apply to solutions;
- generates a variety of solutions, builds a case for the best response, and critically evaluates the effectiveness of this response;
- sees opportunities, finds resources, and seeks results;
- uses information and technology to solve problems; and
- perseveres in challenging situations

IV. A Responsible and Involved Citizen

- participates positively in the community and designs creative solutions to meet human needs and wants;
- accepts responsibility for personal decisions and actions;
- demonstrates ethical behavior and the moral courage to sustain it;
- understands and respects diversity;
- displays global awareness and economic and civic literacy; and
- demonstrates awareness of personal and community health and wellness

V. An Integrative and Informed Thinker

- gains and applies knowledge across disciplines and learning contexts and to real life situations with and without technology;
- evaluates and synthesizes information from multiple sources;
- applies ideas across disciplines; and
- applies systems thinking to understand the interaction and influence of related parts on each other and on outcomes

GRADING

Assessment at OHCHS is connected to Curriculum and Instruction standards. We encourage and implement teaching methods that accommodate a variety of learning styles. Assessment is reliable, fair and continuous, with course Learning Targets aligned with the Maine Learning Results, national and industry standards. Students are graded on each learning target within a course and will earn an overall course grade based on each learning target. Students must earn a 78 (C-) or higher in each learning target to earn course credit.

State-wide assessments include the PSAT at grade 10 and 11 and the SAT at grade 11, which provide accountability for the federal No Child Left Behind (NCLB) Act. Our local assessment system includes Standard NWEA testing plus some common assessments in English, Social Studies, Mathematics, Science, Health and Physical Education. Our expectation is that all graduates will achieve proficiency of the Maine Learning Results.

According to Maine law, when grades are given for any course of instruction offered by a school, the grade awarded to the student is determined by the teacher of the course, and the determination of that grade by the teacher is final unless it is evident to the school administration that there was a clerical mistake, fraud, bad faith or incompetence. [Title 20-A, Maine Chapter 207-A.1.4708.]

REPORT CARDS

You will receive a quarterly report card which lists Learning Targets for each course your student takes. This is a continuation of the elementary school standards-based reporting. It includes grades for Behavior as well as Skills and Knowledge achieved by students each quarter.

The grading system is as follows, with Quality Point Distribution also listed:

	<u>Grade</u>	<u>Quality Points Per Credit</u>	
A+	= 98–100	4.33	CREDIT
A	= 95–97	4.00	
A–	= 93–94	3.67	
B+	= 90–92	3.33	CREDIT
B	= 87–89	3.00	
B–	= 85–86	2.67	
C+	= 83–84	2.33	CREDIT
C	= 80–82	2.00	
C–	= 78–79	1.67	
F	= 77 & below	0.00	Unacceptable NO CREDIT
W	—————→		Withdrawal
I	—————→		Incomplete

PROGRESS REPORTS

Progress reports are issued during the sixth week of each quarter (about 2/3 of the way) and will be delivered to students in their common blocks. Lessons and grades can be accessed on line at <https://wic.sad17.k12.me.us/campus/portal/oxfordhills.jsp> Phone calls and emails to teachers are strongly encouraged and progress reports may be issued at any time during the quarter. Grade checks are done every three weeks.

Other factors affecting Grading:

Incomplete Grades

A student has two weeks after the date that grades close to make up the required work after receiving an incomplete. Failure to complete all requirements will result in the grade of an F on the student's transcript. Students who receive an incomplete on their report card are not eligible for the Honor Roll.

Homework

Students can expect to have up to three hours of homework each night. The purpose of homework is to extend understanding, to promote new learning, and independently apply course content and skills. Work missed due to an excused absence should be made up as soon as possible by making arrangements with individual teachers. It is the absent student's responsibility to promptly make up any missed work.

Plagiarism

Plagiarism can be broadly defined as knowingly presenting another person's ideas, findings or written work as one's own by copying or reproducing them without due acknowledgment of the source.

Within this general definition, plagiarism may take several different forms. At its worst, plagiarism is theft. Plagiarism may involve copying the work of another student, or it may involve paraphrasing or copying a published author's text or argument without giving a reference.

Plagiarism may result in the offending student(s) receiving a zero for the assignment and possible disciplinary actions.

GRADUATION REQUIREMENTS

To be eligible to graduate, every student must complete a minimum of 24 credits and earn a minimum of 48 quality points. Students must also complete their Senior Project requirements with at least a competent score.

Minimum requirements are as follows:

English:	4 credits
Social Studies:	3 credits, with at least one credit in US History
Math:	3 credits, with at least one credit equivalent to Algebra I or higher (note: students taking Algebra in eighth grade do not earn a graduation credit for that class)
Science:	3 credits including a minimum of one full credit in Biology, one semester of Chemistry and one semester of Physics
Health:	½ credit
Fine Art:	1 credit (can be from art or music classes)
Physical Ed.:	1 credit

Senior Project

Seniors are required to complete a senior project as part of a graduation requirement. The senior project will be completed with the guidance of the student's common block advisor and is meant to allow all seniors the opportunity to meaningfully use their own learning to create, build, invent or experience something uniquely their own that benefits themselves or others. The Senior Project encompasses the senior English research paper, a process portfolio, journal entries and a final presentation.

Community Service

Starting with the Class of 2013, all students are required to perform a minimum of 20 hours of community service.

Promotion Guidelines

All students must take a minimum of six credits per year. In order to be promoted, students must make reasonable progress towards graduation during their four years of high school. **Total earned credits will determine promotion to the next grade level.** Quality Point totals are guides, and students should strive to attain them in order to graduate on time.

Freshman to Sophomore - 5 credits (7 Quality Points)

Sophomore to Junior - 11 credits (20 Quality Points)

Junior to Senior - 17 credits (30 Quality Points)

ACADEMIC DISTINCTIONS

Honor Roll

To qualify for the Honor Roll, a student must be enrolled in at least **SIX** credits and have no grade below 85% (B-) in any class that quarter.

National Honor Society (NHS) Membership Selection Procedures

Students who meet the scholastic eligibility are notified in writing and must complete the Student Information Form by the given due date.

The NHS Faculty Advisor(s) and the Faculty Council (5 members annually chosen by the principal) will assess each candidate regarding character, leadership and service, decide on membership and notify all scholastically eligible students in writing of its decision. The Faculty Council may request a personal interview with each eligible student.

Acceptance into the NHS is both an honor and a responsibility. Selected students are expected to continue to demonstrate the qualities of scholarship, service, leadership and character. Students who decide to resign, or are dismissed from NHS, will never again be eligible for membership or its benefits.

NHS selection criteria

LEADERSHIP:

- Demonstrates leadership in classrooms and organizations.
- Successfully holds school offices or positions of responsibility.
- Exemplifies positive attitudes and inspires positive behavior in others.

SERVICE:

- Renders service to the school and community.
- Shows courtesy by assisting teachers, students, and visitors.
- Participates in extracurricular activities.

CHARACTER:

- Meets responsibilities promptly and effectively.
- Demonstrates high standards of honesty and reliability.
- Demonstrates concern for others.

OHCHS Civic and Social Expectations

Be respectful, responsible and informed citizens.

Be active participants in your own learning.

Consistently demonstrate responsible and ethical behaviors and choices.

Create career and educational plans that reflect personal goals, interests and skills.

Oxford Hills Comprehensive High School, A Safe and Healthy Environment:

To insure an environment conducive to learning for all students, the school must be safe and drug free. In order to achieve this, the combined effort of parents, students, teachers and community members is needed. The possession or use of alcohol, drugs or tobacco products constitutes a serious threat to maintaining a safe and healthy learning environment. Research indicates that students who are involved with illegal substances tend to earn lower grades and are more likely to miss school than those who are drug free. Furthermore, not only are the student and the student's family hurt, but in many cases, the entire community is negatively affected by substance abuse.

Students are expected to conduct themselves in a responsible manner so as not to interfere with the orderly educational process and the safe operation of the school.

The teacher or staff member who observes the inappropriate behavior by students typically addresses the behavior individually. The response may be a discussion with the student, contact with parents, or the assignment of detention to be served with the staff member. In cases of severe or repeated infractions, students may be referred to an administrator for further action. Discipline is progressive and ranges from a conference with the student, detention, suspension (in-school and out-of school) to a hearing before the SAD #17 Board of Directors.

Nondiscrimination/Equal Opportunity

Discrimination against and harassment of students and school employees because of race, color, sex, religion, ancestry or national origin, age, or disability are prohibited. It is the policy of M.S.A.D. #17 to ensure equal educational and employment opportunities regardless of race, sex, color, national origin, marital status, religion, age or disability in accordance with all federal and state legislation.

CODE of CONDUCT

IT IS EXPECTED THAT ALL STUDENTS at Oxford Hills Comprehensive High School will provide any staff member with a Student Identification Card when requested at any time while on school property. This is necessary to maintain a safe learning environment for all.

Passes

All students must have a signed passbook in their possession when in the halls during class periods.

Oxford Hills School District Code of Conduct for Students:

This Code of Conduct applies to all students in the Oxford Hills School District and extends to school grounds, buses, and any school activity.

Responsibilities come with the opportunity to learn. All students will contribute to a safe, non-threatening environment that allows learning to occur. Students are responsible for their behavior and subject to consequences for unacceptable behavior.

The basic principles of behavior are:

- To respect the rights of others.
- To show respect for property.
- To take responsibility for individual safety and learning.
- To follow reasonable directions from a staff member.
- To accept the consequences of poor choices.

The purpose of discipline is to support students in the development of self-discipline and assist in changing behaviors that are considered inappropriate. Discipline procedures are designed to help students recognize choices and take responsibility for their decisions.

Some other basic principles include:

- Courteous behavior is a minimum requirement in school and at all school activities. There is no substitute for a good reputation. **Treat others with dignity and respect as you would like to be treated.**
- This building is public property and students have the right and privilege to use it. School citizens have the responsibility to take care of the building and to see that others do not deface, destroy, or damage any part of it. Disciplinary action will be taken in any instance of willful defacing or damage to school property.
- It is important that all students assume the responsibility of appropriate behavior and discourage those who would act inappropriately.
- Corridor couples should act in a manner that is respectful and appropriate for a public school setting.

Education is most effective when a parental and scholastic partnership exists. Parent involvement is essential for effective discipline. Parents are expected to be supportive partners in the education of students. When appropriate, parents will be included in designing a discipline plan. The plan will include expectations and consequences.

Generally, parents are notified when a student is referred to a building administrator for interfering with the physical or emotional safety of him/herself and/or others and interfering with the learning of others.

The Oxford Hills School District will not tolerate acts of violence towards persons or property, harassment of any kind, destruction of property, substance abuse or distribution, or carrying and use of weapons.

This code is supported by district policies and is consistent with the district mission and its commitment to ethical and responsible student behavior; if you wish to see the policies, contact a building administrator, or refer to the policy handbook or the district website.

ATTENDANCE

The educational community of Oxford Hills Comprehensive High School firmly believes that regular and punctual school and class attendance are essential to successful academic achievement in school. We believe the most important activity for students is the educational experience, which primarily takes place in the classroom, and the responsibility for this attendance rests with students and their parents and/or guardians. In turn, the school accepts full responsibility for providing both an educational climate and curriculum that enhance the learning process.

Regular attendance at school is essential for the continuity of the learning process. The educational programs at Oxford Hills Comprehensive High School are designed for each student's in-school participation and involvement. Regular classroom attendance is necessary if a student is to gain maximum benefit from the school experience. Students who are absent cannot receive the benefits of the discussions, activities, and other experiences available only in the classroom setting. These lost minutes or hours from class have a tremendous effect on achievement. Irregular attendance negatively affects student achievement.

Students are responsible for regular attendance in all classes so that they may benefit from the continuity of instruction, sequential presentation of material and class interaction, and may learn self-discipline and responsibility. It is the student's responsibility to inquire about and to make up any work missed during an absence.

Attendance Procedure of OHCHS

Students who are absent from any class must check in at the Attendance Office as soon as they return to school. Unexcused absences will result in an In-School Suspension. After a total of (5) five absences – excused or unexcused – students and parents will be required to meet with the Dean of Attendance to discuss possible academic repercussions.

Senior Privilege

Senior Privilege allows eligible seniors to leave school grounds during an assigned study hall period. Seniors can leave during lunch only if they have a study hall in conjunction with their lunch period. To be eligible, a student must:

- a. be a member of the senior class
- b. maintain an 85.0% average and a full academic schedule (minimum 6 credits)
- c. maintain academic eligibility
- d. have no in or out-of-school suspensions for the current or previous quarters
- e. have proof of vehicle registration and insurance on file in the office if driving while on senior privileges
- f. sign in and out on the Senior Privilege sheet in the Attendance Office

If a senior has any unexcused absences (including for CBA) or tardiness when returning from senior privileges, his/her Senior Privilege status will be revoked.

Absence Policy

Absences are recorded as excused or unexcused in the Attendance Office and by each individual classroom teacher. A note written ONLY by a parent or legal guardian is required for all times when students are absent, tardy, or to be dismissed. **A REASON MUST BE PROVIDED IN THE NOTE. NOTES MUST BE PROVIDED TO THE ATTENDANCE OFFICE WHEN STUDENTS RETURN TO SCHOOL FROM BEING ABSENT, COME INTO SCHOOL LATE (TARDY) OR WHEN THEY ARE GOING TO BE DISMISSED;** otherwise, the absence/tardy/dismissal will be recorded as unexcused and disciplinary action will be taken. Notes may be verified by a phone call to parents by the school. Parents are encouraged to call the school Attendance Office at 743-8914 extension 9503. Parents are requested to notify the school of student absences preferably between 7:00 and 7:30 a.m. All students, even in cases of prior parental contact, must later bring a note for re-admittance.

Student Attendance

Maine law states that full-time school attendance is required of all children from their 7th to their 17th birthday except:

- A. A person who graduates from high school before his/her 17th birthday; **or**
- B. A person who has:
 1. Reached the age of 15 years or completed the 9th grade; **and**
 2. Permission to leave school from that person's parent or legal guardian; **and**
 3. Been approved by the principal for a suitable program of work and study or training; **and**
 4. Permission to leave school from the Board or its designee; **and**
 - a. Agreed in writing with that person's parent or legal guardian and the Board or its designee to meet annually until that person's 17th birthday to review that person's educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student's parent may appeal to the Commissioner; **or**
- C. A person who has matriculated and is attending an accredited, post-secondary, degree-granting institution as a full-time student. An exception to the

attendance in public school under this paragraph must be approved by the Commissioner; **or**

- D. With the exception of eligible students identified for special education, a person who has been expelled from school and has not yet been readmitted.

Parents/guardians are responsible for the school attendance of students who are under the age of 17. Under Maine law (Title 20-A M.R.S.A. Section 5053-A), parents/guardians of habitually truant students are subject to civil penalties including fines and/or community service.

Principals are required to obtain written explanations for absences from class and are authorized to require documentation supporting the reasons for absence.

UNDER MAINE LAW Only the Following Reasons are an Excused Absence:

- Personal illness/injury
- Appointments with health professionals that cannot be made outside the regular school day.
- Observance of recognized religious holidays when the observance is required during the regular school day.
- Emergency family situations.
- A planned absence for personal or educational purposes which has **prior** administrative approval.
- Field Trips and other school activities will not be counted as absences. (Title 20-A, Maine Subchapter 11-A, 3272.3)

Tardiness: School/Classes Begin At 7:35 A.M.

Students who are tardy to school more than three times (unexcused), will on the fourth unexcused tardy be given a disciplinary consequence. The criteria for an excused tardy are the same as defined above because Tardiness is considered a "short-term absence" from school. Therefore, all regulations above pertaining to absenteeism also apply to tardiness. Over-sleeping, missing the bus, etc. **will not** be excused, nor does a note, in and of itself, excuse tardiness. Students arriving late to school should first go to the Attendance Office for a Tardy Admittance slip before going to class. Students who arrive in class more than fifteen minutes late will be considered absent from that class, and a student's grade may be negatively affected based on their attendance and class participation. Students who continue to be tardy will be seen by an assistant principal for further disciplinary action.

Absences/Tardiness/Dismissals from school are noted on report cards. **Parents should call the Attendance Office at 743-8914 ext. 9503 if they have any questions.**

Dismissals

After arriving at school, students may not leave school grounds (even before first bell) prior to the end of the school day unless they have been properly dismissed with a note from a parent or legal guardian with an excusable reason for dismissal by the attendance office. The school is responsible for all students during school hours. **Once on school grounds, students may not leave the building at any time without the permission of a school administrator and the parent.** If students leave school without administrative/parental permission, they will be subject to disciplinary action.

To be officially dismissed from school for illness or injury, a student must go to the school nurse for a dismissal note. The nurse will contact a parent/guardian before allowing the student to go home. In the event of an emergency, etc. parents/guardians may dismiss a student by calling the main office.

Any student wishing to be dismissed for any other reason must first present a signed parental note giving the excusable reason for the dismissal to the attendance secretary on the day of the dismissal. The note should include a daytime phone number of a parent or legal guardian for verification purposes. **Requests for dismissals for appointments with health professionals must include the name and phone number of that doctor or dentist.** Every effort should be made to schedule those appointments after 2:00 p.m.

Truancy

Truancy is defined by MSAD #17 policy as: The willful absence of a student from school without the consent or knowledge of the parents, guardian or school authorities; **or** absence, without permission, for reasons unacceptable (unexcused) to school authorities.

Habitual Truancy

A student is habitually truant and in violation of Maine State Law if absent for a total of 10 or more full days for unexcused reasons or seven consecutive school days for unexcused reasons in a school year. Habitually truant students will be reported to the superintendent of schools and local law enforcement.

Procedure for 18-Year-Old Students

Students who are 18 years old (or older) may **not** sign their own notes dismissing themselves from school for any reason or authorizing their own absences or tardiness, etc., or in any way act in place of their parent or guardian. Students who are 18 but still living with their parents/legal guardian are considered to be under the jurisdiction of the legal parent/guardian.

Students who are 18 years old (or older) who maintain independent residence and financial responsibility (independently from their parents, relatives, or guardians) must produce legal proof of their status. Upon this proof, the **administration** of Oxford Hills Comprehensive High School will then determine the procedures that govern a student's rights and responsibilities within the school setting.

DISCIPLINARY PROCEDURES

Discipline is progressive and ranges from a conference with the student, detention, suspension (in-school and out-of school) to a hearing before the SAD #17 Board of Directors.

Suspension

Any student attending an educational program in the building of OHCHS can be suspended for violations of school board policy, school rules and state and federal educational laws. For example, students can be suspended for violating the dress code policy, weapons policy, illegal substance (drugs/alcohol) policy, bus transportation policy, harassment policy, etc. Violations of school rules such as assault, fighting, smoking, possession of or being under the influence of drugs, alcohol, possessing drug paraphernalia, alcohol, tobacco products, lighters, any vehicle violation on school property, refusal/failure to comply with the request of a staff member, disruptive

behavior, the use of profane or vulgar language (verbal or written form), threatening, forgery, theft, damaging property, skipping class, leaving the building without authorization are some examples of suspendable offenses. Other infractions may be suspendable offenses and will be determined by the school administration.

Out of School Suspension

Students assigned an out of school suspension shall not attend classes, participate in any after school activity or be on school property unless prior permission has been granted by an administrator. Students on school property without permission of an Assistant Principal or the Principal while suspended out of school are trespassing and can be referred to local law enforcement agencies for criminal trespassing. Suspended students are responsible for making up all missed work.

In School Suspension (7:35 am – 1:52 pm)

In school suspension is a silent, monitored room where students do their academic work during regular school hours as an alternative to being suspended out of school. This room also may serve as a planning or conferencing room for students to reflect upon poor behavior and develop strategies to address future potential instances. This is assigned when students violate less severe infractions, such as skipping class, and other activities that do not pose a threat to the health and safety of others. Students shall not participate in any after school activity on the day of an in school suspension.

Office Detention (Tuesdays, 2:15 - 4:15 pm)

Students must arrive on time to the designated room, and may not leave until given permission by the supervising teacher. There is to be no eating, talking, game playing, etc. during office detention. Students should bring appropriate study materials. Students should note that office detention takes precedence over any other extra-curricular activities, employment requirements, and/or other personal obligations. The detention teacher will issue bus passes.

Teacher Detention

Students assigned a teacher detention will be given 24 hours notice and must arrive on time and serve the entire detention. Teacher detention length is determined by each individual teacher but cannot contradict a student's bus route schedule in the morning or run past 4:15 pm, Monday-Thursday, so that students will be able to take a late bus home. Teachers will issue bus passes to students for the activity bus.

Expulsion

The state of Maine grants school boards the power to expel students. Expulsion is the decision by the Board of Directors to remove a student from school for infractions of the law or school policy. Following a proper investigation of a student's behavior and due process proceedings, if found necessary for the peace and usefulness of the school, they shall expel any student:

- a. who is deliberately disobedient or deliberately disorderly
- b. for infractions of violence
- c. who possesses on school property, a firearm as defined in Title 17-A, section 2, subsection 12-A, without permission of a school official.
- d. who possesses, furnishes, or traffics in any scheduled drug as defined in Title 17-A, chapter 45.

The OHCHS administration reserves the right to initiate the disciplinary process at any time depending on the severity of the infraction. More serious infractions of school rules such as refusal to comply with the directions of staff members, violations of the school smoking/tobacco or drug/alcohol policies, threats to staff, and fighting will result in suspension. Major violations resulting in a recommendation for expulsion include assaulting a staff member, possessing a weapon on school property, and possession or furnishing drugs/alcohol on school property.

Chemical Use and Abuse

The MSAD # 17 Board of Directors has a clear responsibility to maintain an atmosphere that will promote a quality learning environment. Such an environment can be undermined by use of alcohol or other drugs. For the safety, health and well being of students and staff, use of alcohol or other drugs will not be tolerated on school property, nor when students are representing the school district in any other location.

MSAD # 17 is committed to offering health care programs and activities, which focus on chemical health education, counseling, and support services for students facing chemical dependency problems, whether tobacco, alcohol or drug related.

Community Concepts will offer completely confidential full time Substance Abuse counseling free of charge for OHCHS students in their office in the high school in room E213. Students are encouraged to visit E213 or the guidance office for more information.

Tobacco Use

Student possession or use of tobacco products including smokeless tobacco, cigarettes and cigars on school property (which includes in lockers, book bags, school buses, and vehicles parked on school property) is a violation of school board policy at all times, regardless of the student's age. Therefore, possession of smoking paraphernalia, such as pipes and cigarette papers is also prohibited and the possession of matches and lighters are prohibited without permission of the school administration. The school side of Main Street and Fair Street, including the area near the trees and the town-line marker, are considered school property. Tobacco products and smoking paraphernalia found in students' possession will be confiscated and disposed of. All students under 18 will be reported to the police as they are in violation of state law.

Drug, Alcohol, and Tobacco Use

1. Students who use, possess, or show the effects of any drug or alcohol at school, or on school property (lockers, vehicles parked on school property, or buses), or at a school-sponsored event may be suspended from school for up to ten consecutive school days for the first offense. Students in possession of a scheduled drug on school property may be recommended to the superintendent of schools for an expulsion hearing before the MSAD # 17 Board of Directors. Students will be suspended for ten consecutive school days on the second offense and the building principal will recommend to the superintendent of schools that the student be expelled. All incidents will also be reported to the appropriate law enforcement agency. See Policy JICH-R2 for all details.
2. Students who are knowingly present when drugs or alcohol (or substances believed or purported to be drugs or alcohol) on or about school property, school bus, or at school-sponsored activities will be suspended from school.
3. Students who provide (traffic or furnish) drugs or alcohol (or substances believed or purported to be drugs or alcohol) on school property or at school-sponsored activities may be suspended from school for ten consecutive school days and may be recommended for an expulsion hearing before the MSAD #17 Board of Directors. The incident will be reported to the appropriate law enforcement agency.
4. Students who violate school rules regarding drugs/alcohol will be referred to the student assistance team (SAT) and may be recommended for substance abuse counseling.
5. Any violation of school rules regarding drugs/alcohol may result in a recommendation for a hearing before the MSAD #17 Board of Directors, which may lead to expulsion from school.
6. Students needing medications at school, prescription or non-prescription (including aspirin, Tylenol, and similar substances) must have written authorization from a physician and written permission from their parent/guardian on file in the health office. **All such medications must be brought to the health office in properly labeled containers and must be dispensed at the health office.**

Bomb Threats

Whether real and carried out or intended as a prank, a bomb threat represents a potential danger to the safety and welfare of students and staff, and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment, and also place significant demands on school financial resources and public safety services. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Administration may suspend and/or recommend the student for expulsion.

Weapons

In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school premises, in any vehicle on school property, school bus or at any school-sponsored activity:

- A. Possessing or using articles commonly used or designed to inflict bodily harm and/or to intimidate other persons will result in an out of school suspension for 10 consecutive school days and a recommendation to the superintendent for an

expulsion hearing. Examples of such articles include, but are not limited to: firearms, ammunition, explosives, "brass knuckles", switchblades, butterfly knives, chains, clubs, and kung fu "stars".

- B. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce or harass will result in a suspension and a recommendation for an expulsion hearing. Examples of such objects include, but are not limited to: belts, other articles of clothing, combs, pencils, files, compasses, scissors, paintball guns and realistic replicas of weapons (including some toys).
- C. Students found in possession of a firearm on school property (including in lockers, book bags, school buses or vehicles parked on school property) will be recommended to the MSAD #17 Board of Directors for an expulsion hearing in accordance with state and federal statutes.

Students are responsible for keeping tools such as "Leathermans" and other similar tools with knife blades locked in a school tool room supervised by a teacher. Under no circumstances can students have these types of tools in their possession in the school except when working in a supervised work area such as that found in the Forestry program.

If a student finds, sees, or hears of a weapon on school property, he/she should notify the nearest staff member.

Search and Seizure

When a school official has reason to suspect that a student is in possession of any illegal substance, object or other contraband on school property, that school official may conduct a legal search of book bags, lockers, jackets, or vehicles parked on school property. During a search, school administrators can require that students empty their pockets and show reasonable evidence that they are not hiding or in possession of any illegal substance or object while on school property. Such searches on school property may be conducted without notice, consent, or a search warrant. Any illicit object/substance discovered will be confiscated and the school resource officer and/or proper authorities will be contacted.

Hazing

Maine statute defines hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school." Anyone who fails to abide by this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. (Title 20-A MRSA SEC. 6553.2)

Harassment

Harassment based upon race, color, sex, sexual orientation, religion, age, national origin or disability is a violation of board policy and state and federal laws. Examples of prohibited harassment:

1. Unwelcome sexual advances, gestures, comments, or contact
2. Threats
3. Offensive jokes
4. Ridicule, slurs, derogatory action or remarks

Students who believe they are victims of harassment should report such occurrences to a teacher, counselor, administrator, or parent/guardian. The person who has been allegedly harassed shall be advised of the various options available to the person: Maine Human Rights Commission complaint, Title IX civil action, or formal request for discipline by the superintendent and/or school board. A substantiated charge against a student will subject him/her to disciplinary action, which may include suspension or expulsion.

The Maine Civil Rights Act prohibits anyone from

1. Intentionally interfering with another person's right to engage in lawful activities, through the use of violence, threat of violence or property damage, when the conduct is motivated by bias based on race, color, religion, ancestry, sex, national origin, sexual orientation and physical or mental disability.
2. Use of language, gestures, or use of symbols directed toward a person because that person either is or perceived to be a member of a minority group as defined above.

Hate crimes, whether actions or speech, are not allowed by anyone at OHCHS. In cooperation with the Maine State Attorney General's office, OHCHS has a student civil rights team that works to ensure that the rights of all students are protected.

STUDENTS WHO HAVE EXPERIENCED OR KNOW OF INSTANCES OF HARASSMENT OF ANY NATURE ARE STRONGLY ENCOURAGED TO SEE THEIR GUIDANCE COUNSELOR, A SCHOOL ADMINISTRATOR OR TRUSTED TEACHER FOR HELP AND SUPPORT.

BUS REGULATIONS

Meeting the bus

1. Be at the bus stop five (5) minutes prior to the scheduled time. Stand back about 10 feet from the bus stop and wait until the door is open before loading.
2. If students miss the bus, they should not attempt to ride another bus, walk to or from school, or hitch hike.
3. Respect the property rights of others while waiting for the bus. Do not litter or make unnecessary noise. Do not gather under carports or porches, or on lawns without permission.

Entering and leaving the bus

1. While loading and/or unloading, enter or leave the bus orderly and quickly as directed by the driver.
2. If a student arrives at the stop just as the bus approaches, he/she should wait until the bus has come to a complete stop and cross 10 feet in front of the bus in clear view of the bus driver.
3. Students who must cross the road after leaving the bus in the afternoon must go to a point of the shoulder of the road 10 feet in front of the bus. They may cross the road only after the driver has signaled them to cross in front of the bus.

4. If a student drops any object while leaving the bus, do not attempt to retrieve the object until the bus has left the scene and the road is clear of vehicles.
5. Do not enter or leave the school bus by the back door except in case of an emergency or unless directed to do so by the driver.

Riding the bus

1. While riding the bus, students are under the supervision of the driver at all times. The driver has the authority to assign a seat to a student.
2. Students are expected to conduct themselves in a manner that will not distract the driver or disturb other riders on the bus.
3. Knives, sharp objects, firearms, or pets are not allowed on the bus. Students must keep pens, pencils, and other school materials inside their backpacks.
4. Students are not to deface the bus or any school property. They should not litter the floor of the bus, eat, or drink on the bus.
5. Students must not tamper with any of the safety devices, including door latches and fire extinguishers. They must stay seated until the driver directs them to get off the bus. Pupils are not to put their hands, arms, head, or bodies out of the window, nor are they to yell at anyone outside the bus.
6. Students are to sit facing the front with their back up against the back of the seat and their feet directly in front of them. They must not get up from their seats and move while the bus is moving.
7. Do not ask the bus driver to be let off at any place except the student's regular stop unless there is a note signed by the student's parent directing otherwise.
8. Students must ride only the bus to which they are assigned. Visitors are not allowed to ride buses unless permission is first obtained from school officials.
9. Students are not to play radios, tape players or band instruments while on the bus. Special arrangements may be made with the use of a Walkman with headphones depending on the students' needs.

MSAD #17 transportation vehicles are equipped with video cameras in an effort to reduce student behavior violations.

Activity Bus

The activity bus leaves at 4:30 p.m. (5:00 during the fall). It is only for students involved in supervised school activities. Students must have a bus pass from their supervising staff member to use an activity bus. Abuse of this will result in a suspension from activity bus privileges and disciplinary action.

Driving & Parking Regulations

Student driving and parking on school property is a privilege that is limited to the space available. This privilege may be revoked at any time, due to poor school citizenship (i.e., failure to voluntarily abide by all school rules) or violations of the school's driving/parking rules. Preference will be given to Seniors, Juniors then Sophomores. Only those students who have applied for and been granted permission to park may bring a vehicle on to school property. Those who have been granted parking privileges will be required to place a parking sticker on their lower left windshield.

To apply for parking privileges students must submit a completed application and provide a copy of their driver's license, registration and automobile insurance identification card to the main office.

School officials may search vehicles on MSAD # 17 property without notice, without consent and without a search warrant when there is reasonable suspicion (not probable cause) to believe that illegal substances or objects are in the vehicle.

The speed limit on school property is **15 miles per hour**.

Students are **not** allowed to go to their vehicles during the school day without permission.

It is a violation of Maine law to pass a school bus that is stopped to pick up or discharge students, even when the bus is on school property.

Any inappropriate use of a motor vehicle while on school property will result in the loss of the privilege to drive to, or park on, school property and may result in referral to law enforcement authorities for prosecution in court.

Vehicles found on school property that students have driven there, and that do not have a parking sticker, are subject to being towed. Any towed vehicle is done so at the owner's expense. Any storage fees are also at the owner's expense.

Bicycles, Skateboards and Inline Skates

Bikes, skateboards and inline skates are not to be used for anything other than transportation to school. Bikes must be parked in the bike racks provided by the school in the bus loop area and kept locked. **Students are not allowed to skateboard on school grounds.** Skateboards and inline skates are to be put into school lockers and remain there throughout the school day. The school is not responsible for security.

OHCHS Social Expectations

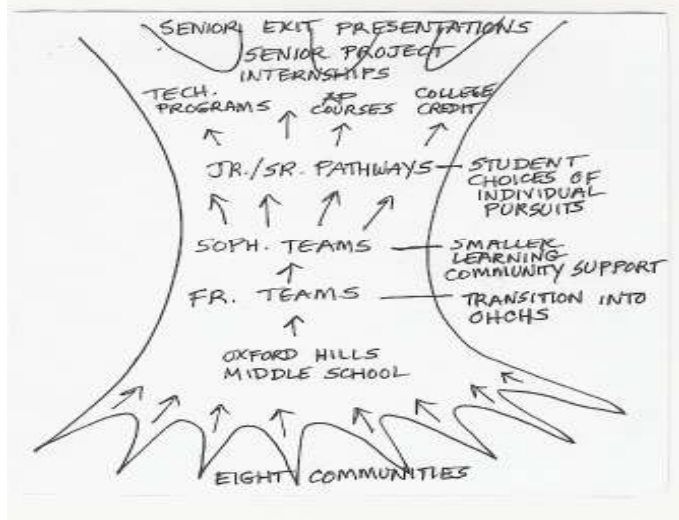
BUILDING POSITIVE SCHOOL RELATIONSHIPS

Advisories

Your Common Block Advisory (CBA) allows a small group of students to be together with one staff member for up to three years. The purposes of the CBA include academic advising and planning, support for PSAT and SAT testing, support in completion of college applications and your Senior Project, and opportunities for students and staff to build positive relationships.

The Journey: Pathways Through OHCHS

OHCHS is structured based upon our Mission and Vision and their connection with the Guiding Principles of the Maine State Learning Results. Students begin their personal journeys as members of a freshman team (which includes an English, Math, Science, and Social Studies teacher). In the sophomore, junior and senior year students have an increasing number of opportunities to choose their individual pathway towards graduation. What is unique about OHCHS is the access for students to both academic and technical programs in the same building. We are working together and the result is more varied opportunities for all of our students.



STUDENT SERVICES

Guidance/Student Services Department

OHCHS is committed to meeting the needs of all students. There are two full time Social Workers and a Substance Abuse Counselor with offices here at the high school. Referrals can be made free of charge through the school's health office.

The Guidance Office is located on the first floor of the B wing. Guidance and confidential counseling services are available for all students to meet their individual needs. Throughout the year, students should schedule an appointment to meet with their guidance counselor to discuss such things as academic progress, schedule changes, career exploration, and post secondary educational plans. All personal communication with a guidance counselor is private, confidential and protected by state law. The only exceptions involve issues surrounding abuse and suicidal/homicidal statements.

Students are divided among the five counselors. However, any student may request to work with any one of the counselors.

Guidance Department staff includes:

Coordinator of Guidance and Academics:	Erin Flynn
Guidance Secretaries:	Buffy Nason Sara Pruyne
Guidance Counselors:	Gary Blanchard Christina Cifelli Robb Jones Whitney Mills

Course Drop/Add Procedure

Students must be enrolled in a minimum of 6 credits. Students may add and/or drop courses only within the two-week drop/add period at the beginning of each semester. Full-year courses may be added or dropped only at the beginning of the school year, semester courses at the beginning of each semester. Students should check with their guidance counselor for the specific dates for the drop/add period.

Procedure for Drop/Add

1. Obtain a Change in Schedule form from the guidance department. If the request involves a change in level, the student must see the counselor first.
2. Get a signature approving the change from (your guidance counselor can help you in this process):
 - A. Your parent
 - B. Your teacher
 - C. The department head (see guidance counselor)
 - D. Your guidance counselor
3. Finally, remain in your original class until this process is **completed and processed** (you will know when this is done when you receive a new schedule from the guidance office).

Note: Students who drop a course **after** the two-week drop/add period will receive a "W" on their transcript, unless there are extenuating circumstances. In special cases, the student and their parents should meet with the teacher, department chair and guidance counselor. Students will receive a "W" regardless of the grade at the time of the withdrawal and will not be eligible for the Honor Roll for the quarter in which a course is dropped.

Required Course Make Up

When a student has failed a required course, he/she must meet with their guidance counselor and have one of the following options approved:

1. Attending an approved summer school course.
2. Receiving private tutoring at parent's expense.
3. Completing a **pre-approved** adult education class or correspondence course.
4. Retaking the course over in the school day.

Modified Day Procedures

1. Modified day is an alternative for students who want to take advantage of an employment or academic opportunity during the regular school day or who are experiencing difficulties that require a modified schedule.

2. There will be a mid-quarter and end of quarter ELIGIBILITY check by guidance counselors to determine academic progress (passing all 6 classes), attendance (not frequently absent or late), and discipline reports (no suspensions). Employers/adults supervising the student with a modified day will also have to make a formal report to the student's guidance counselor to continue a student's modified day status for the next quarter.

3. Modified Day contracts will be as follows:

- A. Work release contract
- B. Academic release contract
- C. Personal release contract

4. Modified day is a privilege and violation of a modified day contract (including eligibility requirements in number two above) will result in a loss of modified day privileges for a period to be determined by the student's guidance counselor. Students will also be required to attend a study hall.

Student Records and Information

The following information is contained in a student's permanent record:

The student's name, class designation, name of the school the student is currently attending, published reports of standardized testing, MEA, PSAT and SAT scores, educational evaluations, grades, achievement awards/honors, extra and co-curricular participation, disciplinary records, and attendance records.

Oxford Hills Comprehensive High School fully complies with the provisions of the Family Educational Rights & Privacy Act of 1974 (FERPA) as well as any other relevant federal and state mandates as they relate to student records and confidentiality by establishing the following policy:

Parents have the right to inspect and review a student's educational report in the presence of a school administrator or guidance counselor. Parents and/or eligible students have the right to seek to correct parts of the student's educational record if he or she believes it to be inaccurate or misleading. Parents and/or an eligible student have the right to file a complaint if there is a violation of FERPA or of this policy.

Disclosure of Education Records

The district may make directory information public unless a parent has notified the superintendent in writing that such information is not to be released. This notification must be submitted no later than September 15, or within 30 days of enrolling, whichever is later. Directory information includes student's name, participation in activities and sports, height and weight of student athletes, dates of attendance, and honors and awards received.

Under Maine law, the district shall not publish any information on the internet that identifies a student without written parental consent. This information includes student's name, photograph, personal biography, e-mail address, home address, phone number, date of birth, social security number, and parents' names.

Under federal law, military recruiters and colleges are entitled to receive the names, addresses, and telephone numbers of high school students unless a parent has notified the

superintendent in writing that such information is not to be released. This notification must be submitted no later than September 15, or within 30 days of enrolling, whichever is later.

Special Education and Section 504

For pertinent policy information regarding special education and Section 504 procedures, please refer to the district website for related policies.

PARENT SUPPORT ORGANIZATIONS

Oxford Hills Music/Art/Drama Boosters (OHMAD)

Oxford Hills Music/Art/Drama Boosters is a group of parents who work with staff and students to help at performances and to fundraise. Any and all parents are welcome to join this group.

Athletic Boosters

Athletic Boosters are a group of parents who work with staff and students to help at sporting events and fundraise to help support athletic activities. Any and all parents are welcome to join this group.

Viking Corps

This is a group of parents who work with staff to recognize students' academic and character efforts with a special awards night at the end of the year.

Parent Council

This is a voluntary parent group that meets with the Principal and Technical School Director on the second Wednesday evening of each month. The purpose of this group is to share information and elicit feedback and ideas about school initiatives.

EXTRA-CURRICULAR ACTIVITIES

Athletics

Fall	Winter	Spring
Cheerleading-varsity, jv	Alpine Skiing	Baseball-varsity, jv, 9th
Cross Country	Basketball, Boys-varsity, jv, 9 th	Lacrosse, Boys-varsity, jv
Football-varsity, jv, 9th	Basketball, Girls-varsity, jv, 9 th	Lacrosse, Girls-varsity, jv
Golf	Cheerleading-varsity, jv	Softball-varsity, jv, 9th
Soccer, Boys-varsity, jv	Nordic Skiing	Track, Boys
Soccer, Girls-varsity, jv	Ice Hockey-jv	Track, Girls
Field Hockey-varsity, jv, 9 th	Wrestling	

Spectator Behavior Guidelines

Sportsmanship is defined as "that quality of responsible behavior characterized by a spirit of generosity and a genuine concern for an opponent." Oxford Hills athletes, parents, coaches and fans represent both SAD #17 and their school. The performance and actions of all these individuals carry the reputation for SAD #17 and the school.

These behaviors are **NOT** acceptable:

1. Yelling, laughing, name-calling or waving to distract an opponent.
2. Using profanity.
3. Disrespectful or derogatory yelling, chants, songs or gestures.
4. Booing, heckling or displaying temper with an official's decision.

5. Refusing to shake hands or give recognition for good performances.
6. Blaming the loss of a contest on officials, coaches or participants.

Oxford Hills student/athletes are expected to compete (and parents are expected to support their teams) positively and in the spirit of good sportsmanship at all times by:

1. Showing respect for opponents and guests.
2. Applauding during introduction of players, coaches and officials.
3. Showing respect for officials.
4. Knowing, understanding and appreciating the rules of the contest.
5. Treating the competition as a game, not a conflict.
6. Showing concern for an injured athlete, regardless of team.
7. Maintaining self-control.
8. Respecting the property and equipment of the opposing school as well as their own.
9. Encouraging surrounding people to display sportsmanlike conduct.

Clubs and Student Organizations

The following clubs and student organizations are available for students to participate in throughout the year:

Art Club	Drama Club	Destination Imagination
DECA	Interact Club	Freshman Math Team
FFA	Key Club	Intn'l Cultural Exchange
Jazz Band	Ntnl Honor Society	Marching Band
Math Team	Student Council	Orchestra
Respect Team	Viking Vibes	Show Chorus
Strategy Club	Yearbook	VICA
Viking Choir	GSA	Civil Rights

ELIGIBILITY for PARTICIPATION in EXTRACURRICULAR ACTIVITIES

Academic Eligibility for All Extra Curricular Activities

Interscholastic athletics and other extra curricular activities can be a very important dimension of a student's education. However, the main purpose of Oxford Hills Comprehensive High School is to insist on academic growth and success for students. Therefore, a minimum level of success in **ALL** classes is a standard for participation in all extra curricular school activities, athletic or non athletic. The eligibility policy for extra curricular activities includes any school-sponsored student activity for which students do not obtain a grade, including dances and club activities.

The policy outlined below establishes a definite standard for participating (passing all subjects), adequate warning with an opportunity to correct any problem, and a means to become eligible after a short period of time.

The focus is on early diagnosis, communication and correction. It establishes a clear relationship between academics and extra curricular activities. Our goal is not to punish but to help students affect a positive behavior change.

1. To be eligible to participate in extra curricular activities, a student must be enrolled in courses equaling a minimum of six credits. Students are expected to maintain a passing grade in all courses.

2. Academic eligibility will be based on a **QUARTERLY** average. The student is either passing or failing for the quarter at any given checkpoint. Students who receive a failing grade on a quarterly report card will remain ineligible until being reported as passing in each and every subject failed for the quarter.
3. The process will begin on the third week of the school year and will continue approximately every three weeks for the remaining weeks of the school year.
4. Teachers will complete eligibility for all their students.
5. Students failing a course will be ineligible for at least one week (Sunday through Saturday). If the student is able to bring his/her grade to passing, he/she will become eligible the next week. Written notification indicating the grade has been brought up to passing must be submitted by the teacher to the athletic director.
6. An updated eligibility list will be kept in the athletic director's office.
7. An appeals procedure will be established.
8. In order to participate in a contest, event, practice or dance, students must attend all scheduled classes and study halls the day of the activity/event or the last day before the activity/event is scheduled. It is also expected that students will be in attendance the day following the event.
9. Alcohol Tobacco and other Drugs: Students who participate in any athletic or non-athletic extracurricular activity may not possess, use, be under the influence of, buy, furnish or be in the presence of any illegal possession or use of alcohol, drugs or tobacco products on OR OFF OF SCHOOL PROPERTY, ANY TIME while a member of any team/group. The first offense will result in a limited suspension from participation and a probationary status for one calendar year from the date of the first offense. If there is a second offense within the one calendar year probationary period, this will result in a one calendar year suspension from the date of the subsequent occurrence from participation in any school sponsored sport/activity. Students will be referred to the Student Assistance Team for possible recommendation of counseling for any violation of this policy.
10. Any student found guilty of violating a criminal code/law will be automatically suspended from participating on any team/group for one calendar year from the date of the occurrence.

Physical Examinations

MSAD #17 requires that all athletes have a physical exam prior to participation in a competitive sport. Physical exams are good for two (2) school years and must be on file in the nurse's office. An Interval Health Questionnaire (IHQ) must be completed each year before a student is eligible to participate in a sport.

ADDITIONAL INFORMATION (listed alphabetically)

Announcements

Announcements will be made each day. Written announcements must be submitted to the main office 24 hours prior to their reading and signed by faculty/staff. All students are expected to remain quiet during announcements so they can be heard.

Dances

Dances are held throughout the school year. Dances are generally held from 7:00 p.m. to 11:00 p.m. No students will be admitted to dances after 8:30 p.m. All guests must be signed up in the main office by 12:00 noon on the Friday one week prior to the dance. All school rules and dress codes apply.

In order to attend school dances, students must:

- a. Present their student ID when entering, and have the ID available throughout the evening.
- b. Meet all academic and attendance eligibility requirements.
- c. Be dressed according to the school's dress code.
- d. Not dance in a sexually explicit manner.

Elevator

The elevator is only to be used by persons who are disabled or injured. Elevator keys are issued in the main office.

Food Services

At the beginning of each school year an eligibility form for free and reduced meals is sent home. PLEASE take the time to fill this form out. If for some reason your status at home changes, you can fill another form out at anytime. This is an excellent program. It not only benefits the children but increases funding for each school. The utmost discretion is used with our free and reduced and paid policy. This allows each child to go through the line each day without anyone ever knowing whether they are free, reduced or paid customers. The forms should to be returned to the main office.

We offer several nutritious meals, ala carte specials, snacks and a salad bar every day. The cafeteria is open in the morning for breakfast before 7:35 a.m. and will not reopen until the first lunch sitting. Bag lunches are available on days that students are going on field trips. Student Hot Lunch Program/Value Meal is \$2.25. Prepayment by the week, month or school year is acceptable. Please contact the district food service director, if you have any questions, comments or concerns at 743-8914 ext. 9517.

Students are not allowed to leave school property to eat lunch unless they have earned Senior Privilege. During the lunch period, all students are expected to:

1. Put all trash in garbage cans
2. Return all trays to the dishwashing area
3. Leave the table and floor areas around their seats clean
4. Recycle cans/bottles
5. Keep voices at an appropriate level
6. Not throw food, objects
7. Remain in the cafeteria until the bell rings
8. Act in a respectful manner

Health Office / School Based Health Center

A registered nurse is available to all students during school hours, providing first aid for injuries and illness as well as planning for chronic health issues. The nurse shares the Health Office with a nurse practitioner who runs the School-Based Health Center (SBHC). The SBHC services are open to students who are enrolled by parental consent. Medical care including physical exams, medical testing, treatment of acute minor illnesses such as strep throat and ear infections, and prescriptions are available through the SBHC. Birth control devices are not prescribed or dispensed.

Immunization Requirements

By state law, the following immunizations must be completed and documented for a student to attend OHCHS:

Series of 5 Diphtheria/Pertussis/Tetanus (DPT/DtaP)

Series of 4 Polio (OPV/IPV)

Series of 2 Measles/Mumps/Rubella (MMR)

Single Chickenpox vaccine (Varicella) or documented history of disease.

Insurance

A school insurance plan is available for students at the beginning of the school year. Insurance application forms are in the main office.

Latex

No latex gloves, balloons or other products are permitted on school grounds.

Library Information

All students are encouraged to use the library for quiet study, research or reading. Passes to the library from study halls must be obtained in advance from the library staff.

- A student ID card must be presented in order to check out library materials.
- Books and back issues of magazines may be checked out for three weeks and may be renewed.
- Videos may be checked out overnight.
- Current magazines may be used only in the library.
- Students will be billed for lost books.
- Students who fail to return overdue materials lose their borrowing privileges.
- Computers are available for research and word processing. Students may E-mail when the computers are not needed for academic purposes. Students are not allowed to chat or play games on the library computers.
- Food and drink (except water) is not allowed in the library.

Library Hours: Monday – Thursday 7:30 – 4:30, Friday 7:30 - 2:30
(Hours are during the school year only)

Students and staff have access to a collection of nearly 22,000 books, CDs, cassettes, audio books, and videos. The library subscribes to more than 100 magazines as well as the Advertiser Democrat, Sun Journal, and Portland Press Herald. The library also offers an extensive reference section and a college/career section. Twenty computers are available for student use. Please ask a member of the library staff whenever you need assistance; they are here to help you throughout your high school career.

As a member of our school community, you have access to many resources to help you with your schoolwork. Below is a list of electronic resources available from our website.

<http://www.ohchs.sadl7.k12.me.us/ohchsweblibrary/>

(Some require usernames and passwords which are included below.)

NoodleTools: Used for creating bibliographies. We use MLA at OHCHS.

The first time you log in you will need to enter

username:ohchs

password:library

You are then able to create your own account. No personal information is needed. Use a username and password you will remember,

MARVEL: includes magazines, newspapers, health resources, Encyclopedia Britannica, Literature Resource Center, NoveList and many other resources. (To access from home you will need to create an account. Use OHCHS as your library affiliation. No personal information is needed to create an account.)

CQ Researcher: Discusses current issues. Great for policy issues. Provides historical and current background information and pro/con arguments.

Username: ohchs

Password: ohchs

ABC-CLIO: Social studies database collection for American History, World History and World Geography.

Username: oxhillstu

Password: Oxhillstu

Science Online: Covers all areas of science. Chemistry, Earth, Anatomy etc.

Username: ohchs

Password: ohchs

Lockers

Lockers are the property of the school, and school officials may conduct unannounced periodic inspections of lockers and their contents without prior notice. Lockers will be assigned to students and must be properly maintained. Lockers should be kept locked at all times and students are responsible for items in lockers assigned to them. Locker combinations **should not be shared and students should only use the locker assigned to them** and not share/change lockers unless authorized by an administrator. Violating these requirements can result in the loss of locker privileges as well as further disciplinary action as determined by an administrator. Only school-issued locks are allowed on school lockers, no private locks may be used. The school will accept no responsibility for items missing from lockers. Since lockers are the property of the school district, and will be used by many students in the future, it is important that students do not attach any permanent stickers or use permanent markers on lockers. Students will leave lockers in June in the same condition that they were assigned to them in August. Students found defacing/vandalizing school lockers will be disciplined by an administrator and parents will be billed.

Lost and Found

A lost and found area exists in the custodial office. Students finding lost items are to turn them in to the main office as soon as possible. Students are also to immediately report the loss/theft of property to an assistant principal in the main office.

Medication

Students are not allowed to carry or self-administer medication, even over-the-counter medicine. The only exceptions to this are inhalers for asthmatics, epipens for severely allergic students and diabetic supplies for students with diabetes. A written doctor's order is required for a student to receive medication in school, including over-the-counter medicine. All medication brought to the school nurse must be in its original container, as purchased in the store or from the pharmacy. Medications will be kept in a locked cabinet in the Health Office and administered only by the school nurse or her legal designee.

Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we reduce or eliminate available food and water sources and hiding places for the pests. We also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. **Some techniques we use include non-toxic pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and –as a last resort–pesticides. This holistic approach is often called Integrated Pest Management (IPM).** Accordingly, we have contracted with **Atlantic Exterminating – an IPM Certified Company** – to implement and administer our IPM program.

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites because parents, guardians and staff have a right to know.

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in the school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy, and the Pesticides in Schools regulation (CM 01-026 Chapter 27) by contacting our IPM coordinator, **Nelson Baillargeon, at 539-2242.**

For additional information call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm.

Personal Communication Devices

Communication devices (radios, tape players, CD players, pagers, cell phones, beepers, laser pointers, etc.) may not be used during school hours. All devices must be turned off and put away upon entry into the building.

Personal Laptop Computers

Personal laptops can only be used in OHCHS for school academic activities. A signed School Use form must be on file before personal laptops can be used inside of the building. Personal laptops used at school will have software added to monitor use while at school.

School Colors

Green and Gold

School Mascot

Viking

School Song

"Stand up and cheer,
Cheer long and loud for Oxford Hills,
For today we raise
The green and gold above the rest, above the rest.

Our team is fighting,
They're fighting hard to win the fray.
We're out to fight; we're out to win,
So give three cheers for
OXFORD HILLS..."

School Store

The school store, Valhalla, is located next to the cafeteria. Viking jackets, sweatshirts, t-shirts, school supplies and snacks are available for purchase.

Student Dress

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school unit to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced on school grounds when school is in session or at school functions.

- Articles of clothing must cover underwear, midriffs, cleavage, backs and not cause a disruption of the learning environment. Skirts and shorts must be long enough to extend to the wearer's fingertips when their arms are down at their sides.
- Bandanas and face masks may not be worn.
- Articles of clothing which promote the use of tobacco, alcohol or other drugs may not be worn (Includes but is not limited to: mushroom or marijuana jewelry).
- Chains, neck/arm/wrist bands or other items that could be harmful to the welfare of students or school property are not allowed.
- Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang may not be worn. (e.g., bandanas tied on leg)
- Trench coats and other bulky coats that may conceal inappropriate materials for school are not allowed.
- Articles of clothing with displays or that are themselves of a sexual, vulgar, lewd or indecent nature or include insulting words (e.g., racial/ethnic slurs) may not be worn.
- Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) may not be worn.
- Clothing that reads "Stop Snitchin", "No Snitchin", "Snitches Get Stitches", etc. create a hostile school environment and cannot be worn.

- Clothing that presents a clear and present likelihood that it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school may not be worn.
- Hats, hoods, bandanas and other types of head coverings may not be worn in the school building from the time students enter the building until the end of the school day. Hats may be worn inside the school building only under the following conditions:
 1. For religious reasons as approved by the principal.
 2. For special events or activities as approved by the principal.
 3. As required for specific health or safety reasons.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extra curricular activities, work with or around machines or other activities. However, no particular brand can be required.

Study Halls

Study halls are considered regular class periods. Seniors with Senior Privilege may check out of study hall and sign out in the office and leave the building.

- a. All study Halls should be silent, productive learning environments.
- b. Students should only be sent to their lockers, the bathroom, nurse or main office with a signed pass book and only when absolutely necessary.
- c. All students must bring and complete some type of academic work.
- d. Attendance will be taken and recorded.
- e. Students may be allowed to sign out to the Library following library procedures.
- f. The use of headphones or cell phones in study halls will not be allowed. School board policy does not permit the use of any electronic devices during school hours.
- g. Students using a computer will be monitored for appropriateness. Personal computers may only be used for academic work.
- h. Guitars and other instruments may not be used in study halls.
- i. No games or cards can be played except for those approved by the administration. As of August 30, 2007, the only games are chess and checkers.

Telephone Calls

Parents and other callers who wish to leave messages for students should realize that messages are taken for students only in **emergencies**. Students should not be receiving cell phone calls during school hours. Students are expected to **TURN OFF** cell phones when entering the building. Pay phones are available for student use and are located by the bank, the gym and at the main entrance of the school. Students may not be excused from their regular classes, or study halls, to use the phone for personal business. Students are not allowed to use the office phones without permission.

Textbooks and School Property

Textbooks and other school materials cost the taxpayers a significant amount of money each year. All textbooks and school materials are the property of the school district and are intended to be used by many students after you. Students are responsible for returning all textbooks and other school materials in good condition. Parents will be billed for any

lost or damaged materials. The school reserves the right to withhold issuing any additional books/materials until there is evidence that bills are paid in full. Seniors will not be allowed to participate in any graduation activity (graduation marching and ceremony, class night, etc.) until all school bills have been paid in full.

Use of Electronic Communications

Use of electronic communication is a privilege, not a right; before using any computing facilities, students must sign and agree to follow the school district's Electronic Communications Use Contract. Parents/legal guardians must also sign this contract. An administrator may review any part of a student's account without notice. Also, students may not load any software onto the computers without permission of the systems administrator. Failure to abide by the user contract can result in suspension or termination of access, or depending on the severity of the offense, a disciplinary response to be determined by the administration.

Visitors

Student visitors are not allowed in the high school at any time during the school day unless prior permission has been obtained from the principal and a visitor's pass has been issued. In general, OHCHS students are not allowed to have visitors/guests during school hours. All visitors are to report to the main office before proceeding to their required destination and obtain a visitor-parking pass for their vehicle.

Writing Lab Information

All students are encouraged to use the writing lab for projects, papers and research. Passes to the writing lab from study halls must be obtained in advance.

Work Permits

Work Permits are needed for students 13-15 years old. In order to qualify for a work permit, students must be currently enrolled in school, passing the majority of their classes and not under suspension or habitually truant. To get a work permit both the student and parent must go the superintendent's office with the student's birth certificate, social security card and last report card.

ALTERNATE TIME SCHEDULES

DELAYED OPENINGS/CANCELLATION of SCHOOL PROCEDURES

School Administrative District # 17 will inform radio and television stations in case of a delayed opening or cancellation due to inclement weather. The decision for delayed openings and cancellations due to inclement weather is handled by the office of the Superintendent of Schools. Parents should not contact their local law enforcement agencies or schools but should receive this information from the radio/television station broadcasts. On delayed openings, all classes are run.

60 MINUTE DELAY		90 MINUTE DELAY	
Period 1/5	8:35 - 9:39	Period 1/5	9:05 - 9:54
Period 2/6	9:44 - 10:48	Period 2/6	9:59 - 10:48
Period 3/7		Period 3/7	
Lunch A	10:53 - 11:23	Lunch A	10:53 - 11:23
Class A	11:27 - 12:36	Class A	11:27 - 12:36
Class B	10:53 - 11:27	Class B	10:53 - 11:27
Lunch B	11:27 - 11:57	Lunch B	11:27 - 11:57
Class B	12:02 - 12:36	Class B	12:02 - 12:36
Class C	10:53 - 12:06	Class C	10:53 - 12:06
Lunch C	12:06 - 12:36	Lunch C	12:06 - 12:36
Period 4/8	12:41 - 1:52	Period 4/8	12:41 - 1:52
2 HOUR DELAY			
Period 1/5	9:35 - 10:25		
Period 3/7	10:30 - 12:02		
Lunch A	10:30 - 10:58		
Lunch B	11:02 - 11:30		
Lunch C	11:34 - 12:02		
Period 2/6	12:07 - 12:57		
Period 4/8	1:02 - 1:52		

REGULAR DAYS

Monday - Tuesday - Thursday - Friday		Common Block Schedule Wednesday	
Period 1/5	7:35 - 8:57	Period 1/5	7:35 - 8:45
		CBT	8:50 - 9:20
Period 2/6	9:02 - 10:24	Period 2/6	9:25 - 10:38
Period 3/7		Period 3/7	
Lunch A	10:29 - 10:59	Lunch A	10:43 - 11:18
Class A	11:03 - 12:25	Class A	11:18 - 12:33
Class B	10:29 - 11:10	Class B	10:43 - 11:18
Lunch B	11:10 - 11:40	Lunch B	11:22 - 11:52
Class B	11:44 - 12:25	Class B	11:56 - 12:33
Class C	10:29 - 11:51	Class C	10:43 - 12:03
Lunch C	11:55 - 12:25	Lunch C	12:03 - 12:33
Period 4/8	12:30 - 1:52	Period 4	12:38 - 1:52

EARLY RELEASE

Period 1/5	7:35 - 8:28
Period 2/6	8:33 - 9:26
Period 3/7	9:31 - 10:24 (No Lunch)
Period 4/8	10:29 - 11:22