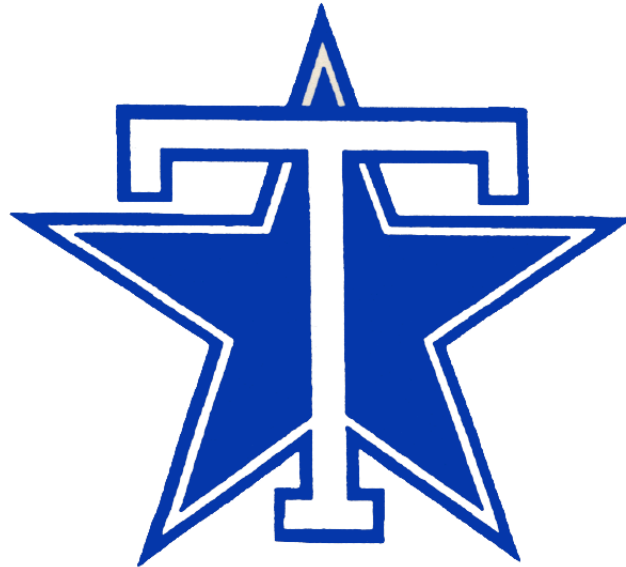


# **Telstar High School**

## ***Student/Parent Handbook***

# ***2024-25***



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*Maine School Administrative District #44*  
v.8.21.24

# 2024-2025 School Calendar

## School Administrative District #44

August				
M	T	W	T	F
<b>Teacher Workshop Days:</b> <b>Floating Day in August,</b> <b>August 26th &amp; August 27th</b> <b>First Student Day:</b> <b>Wednesday, August 28th</b>				
(W)	(W)	W28	B29	W30

September				
M	T	W	T	F
(H)	B3	W4	B5	W6
	B9	W10	B11	W12
W16	B17	W18	B19	W20
B23	W24	B25	W26	B27
W30				

October				
M	T	W	T	F
	B1	W2	B3	W4
	B7	W8	B9	W10
(H)	B15	W16	B17	W18
B21	W22	B23	W24	B25
W28	B29	W30	B31	

November				
M	T	W	T	F
				W1
B4	W5	B6	W7	B8
(H)	W12	B13	W14	B15
W18	B19	W20	B21	W22
B25	W26	(W)	(H)	(V)

December				
M	T	W	T	F
B2	W3	B4	W5	B6
W9	B10	W11	B12	W13
B16	W17	B18	W19	B20
(V)	(V)	(H)	(V)	(V)
(V)	(V)			

January				
M	T	W	T	F
		(H)	W2	B3
W6	B7	W8	B9	W10
B13	W14	B15	W16	B17
(H)	W21	B22	W23	B24
W27	B28	W29	B30	W31

February				
M	T	W	T	F
B3	W4	B5	W6	B7
W10	B11	W12	B13	W14
(H)	(V)	(V)	(V)	(V)
B24	W25	B26	W27	B28

March				
M	T	W	T	F
W3	B4	W5	B6	W7
B10	W11	B12	W13	B14
W17	B18	W19	B20	(W)
W24	B25	W26	B27	W28
B31				

April				
M	T	W	T	F
	W1	B2	W3	B4
W7	B8	W9	B10	W11
B14	W15	B16	W17	B18
(H)	(V)	(V)	(V)	(V)
W28	B29	W30		

May				
M	T	W	T	F
			B1	W2
B5	W6	B7	W8	B9
W12	B13	W14	B15	W16
B19	W20	B21	W22	B23
(H)	W27	B28	W29	B30

June				
M	T	W	T	F
W2	B3	W4	B5	W6
B9	W10	B11	W12	B13
(W)	(W)			

**IN-SERVICE DAYS:** August floating day for classroom work, August 26th & 27th, October 11th, November 27th, March 21st, June 16th and 17th

**EARLY RELEASE DAYS:** June 13th (students and staff).

**HOLIDAYS and VACATIONS:** September 2nd, October 14th, November 11th, November 28th & 29th, December 23rd - January 1st, January 20th, February 17th - 21st, April 21st - 25th, May 26th

**GRADUATION:** June 6th **LAST STUDENT DAY (half day):** June 13th (includes (5) storm days)

Remote learning snow days will go into effect after the five (5) built-in no school snow days are used.

(175 student days/8 workshop days = 183)

*Board Approved: 3/11/24*

## MSAD #44 POLICIES

All schools in MSAD #44 are subject to MSAD #44 policies. If there is a conflict between a Telstar procedure and a district policy, the district policy shall be the one upheld. All MSAD #44 policies can be found at our district website: <http://www.sad44.org/>

## MISSION STATEMENT

The Telstar Community guides students to reach their full potential through diverse educational opportunities aimed at supporting the academic and personal well-being of all students. Telstar educators design differentiated experiences that blend traditional, interdisciplinary, experiential and community-based approaches to ensure that all students find success in learning. Students access support from teachers, families, and community members to select pathways that match their goals, learning needs, and aspirations.



## VISION STATEMENT

Telstar's varied educational pathways inspire, support and challenge students to reach for personal successes as active members of their communities.

## **FACULTY AND STAFF**

### **Administration**

John Eliot, Principal  
Brandy Moore, Dean of Students  
Jeanne Cordeiro, Special Education Director  
Gail Wight, Athletic Coordinator  
Brian Twitchell, Curriculum Director

### **Teachers**

Douglas Bennett, Telstar Freshman Academy  
Elke Blauss, Science  
Jennifer Christiansen, Music  
Lorna Dever, Spanish  
Kelly Dole, Telstar Freshman Academy  
Ashley Dux, Ed. Tech.  
Jonathan Erde, Math  
Kelley Fraser, Librarian  
Susan Gordon, Ed. Tech.  
Noah Grondin, Ed. Tech.  
Kristi Hanscom, Science  
Teresa Ingraham, Art Teacher  
Dee Johannesen, Social Studies  
David Leclerc, Social Studies  
David Lynch, Math  
Timothy O'Connor, Industrial & Fine Arts  
Melissa Poston, English  
Heidi Planz, Ed. Tech.  
Nicole Priola, Special Education  
Morgan Richmond, English  
Jennifer Sapak, Ed. Tech.  
Scott Underhill, Physical Education

### **Support Personnel**

Jessie Anderson, Special Ed. Social Worker  
James Haines, Computer Technician  
Arlynn Hale, Lead Custodian  
Wendy Hanscom, Head Office Secretary  
Tonya Lewis, Guidance/Office Secretary  
Lori Lindsay, Guidance Counselor  
Carrie Lynch, ELO Coordinator  
Chyanna Millett-Cordwell, JMG Coordinator  
Alec Newell, Alt. Activities Coordinator  
Kristen Powell, Social Worker  
Karen Rosenberg, Certified Nurse's Assistant  
Vacant, Athletic Trainer  
Rosemary Wisser, School Nurse

## **ACADEMICS**

### **ADVANCED PLACEMENT PROGRAM**

The Advanced Placement (AP) program has been developed for the purpose of providing opportunities for academically capable and diligent students to pursue college-level course work and potentially receive college credits.

AP courses will be offered to students when it is considered to be educationally sound and financially feasible. The offering of an AP course is contingent upon a minimum enrollment of six students, unless otherwise approved by the School Board, and the availability of a staff member qualified to teach the course.

Students who register for AP courses are **required** to take the AP exam in the spring. In hardship cases, the exam fee may be reduced at the discretion of the Building Principal.

### **CLASS RANK**

A student's academic standing will be based on his or her academic proficiency in each class, which includes all courses with the exception of pass/fail courses. Rank is computed at the end of every semester. Students enrolled in Advanced Placement (AP), Honors, or College dual enrollment are awarded additional points towards their GPA provided their semester average is a 2.7/80/C or better. Honor student designation for Graduation is calculated at the end of the first semester of senior year.

### **COMMUNITY SERVICE**

All students are required to participate in and meet a community service graduation requirement. This requirement may consist of one project or activity or multiple projects and/or activities.

A community service program in the high school curriculum enables students to provide service in an elementary, middle and high school setting, with a non profit agency, or a project within the greater community. Students may possess skills and talents that would benefit non profit businesses, agencies as well as municipal departments. This benefit/service could range from reading to elementary students, assisting with Meals on Wheels, painting the interior areas of a church, or landscaping a town's park.

A minimum of 40 hours of Community Service is required upon graduation (10 hours per year).

The Guidance office will keep track of students' service activities and hours. Students are responsible for informing the guidance office and filling out a [community service form](#). Students are to provide documentation and evidence of completed projects for administrative review.

### **COURSE CREDIT/MASTERY**

All course standards must be met with an overall minimum 2.7 academic grade to receive credit.

### **DISSECTION**

It is recognized that divergent opinions exist among parents and students regarding the appropriateness of using dissection as a means of achieving certain instructional goals in the biological sciences. Therefore, in order to ensure that legitimate objections to dissection are taken

into account while at the same time protecting the integrity of the instructional program, the following procedure shall be observed:

- A. In instances where students and/or parents object to dissection on ethical or moral grounds, a written request from the parents of the student wishing to be excused from dissection shall be submitted to the teacher in whose class the dissection is to occur. The request shall state the reasons for requesting that the student be excused from dissection.
- B. The teacher, in consultation with the principal, shall review the request. Those reviewing the request may wish to schedule an interview with the parent(s) and/or student in order to gain information needed to reach a decision.
- C. If the request is approved, an alternative activity closely related and of comparable rigor, will be assigned in lieu of the laboratory dissection. The alternatives may include such activities as computer simulations and research.
- D. If the request is disapproved, the parent(s) may appeal the decision in accordance with the School Board's policy.
- E. The student will be responsible for and evaluated on the material covered in the alternative activity.
- F. The alternative activity will carry a course standard equivalent to the dissection activity.
- G. The Superintendent or designee will ensure that sufficient means are put in place to annually inform students and parents about the availability of alternatives to dissection and the procedure for requesting such alternatives.

### **SATELLITE**

On Mondays and Thursdays students will have Satellite time for assisted study help. Students in Satellite are expected to make the most of this opportunity - to do academic work, have academic assistance and/or pursue academic enrichment or extension opportunities beyond what is covered in their classes.

### **7 Peaks**

On Tuesdays and Fridays students will have 7 Peaks Block. Students will follow the grade level curriculum provided by their Teacher Mentors. This is a graded course and a graduation requirement. All students should remain in their 7 Peaks groups unless prior arrangements are made to work with another teacher or group.

Expectations and Guidelines for Satellite / 7 Peaks Blocks:

- All school rules, as outlined in the THS Parent/Student Handbook, are to be followed during these blocks as well as any other time of the day.
- All students are expected to arrive at Satellite / 7 Peaks Block on time.
- All students are expected to come prepared and be productively engaged the entire block.
- Students are expected to bring their school laptop, notebook/organizer, reading materials, class assignments, etc.
- Students may listen to music with earphones only at the discretion of the teacher.
- Students are expected to clean up their work area at the end of the period.
- School laptops are to be used for academic work only.
- Academic-related talk and conferencing is encouraged.
- Teachers will circulate around the classroom to check in, conference with and engage students in their own learning.
- During Satellite, before a student leaves for another room, they need to show the teacher verification for a specific date, time, and place.

## GRADUATION REQUIREMENTS

Students will be required to meet the necessary graduation standards to successfully pass each class as listed below. This will fulfill the necessary credit requirements to graduate with a proficiency-based diploma.

**For the Class of 2025 and there after** the minimum number of credits needed to graduate is **24**.

General Graduation Requirements (Minimums)		Recommended Credits for College-Bound Students <i>(Students are encouraged to take the highest level courses recommended by each department)</i>	
<b>English</b>	4.00 credits	<b>English</b>	4.00 Credits
<b>Math</b>	3.00 credits	<b>Math</b>	3.00-4.00 credits; must complete through at least Algebra 2
<b>Science</b>	3.00 credits; min. of 1 lab science.	<b>Science</b>	3.00-4.00 credits; 3-4 credits of lab science
<b>Social Studies</b>	3.00 credits; (1.5 credits of US history required).	<b>History/Social Studies</b>	3.00-4.00 credits; (1.5 credits of US history required).
<b>Personal Finance</b>	0.50 credit	<b>Personal Finance</b>	0.50 credit
<b>World Language</b>	None	<b>World Language</b>	2.00-4.00 credits in the same language
<b>Fine Arts</b>	1.00 credit <i>(2.0 credits starting with the Class of 2026)</i>	<b>Fine Arts</b>	1.00 credit; if students are pursuing a fine arts major, they should take 3-4 credits. <i>(2.0 credits starting with the Class of 2026)</i>
<b>Physical Education</b>	1.00 credit	<b>Physical Education</b>	1.00 credit
<b>Health</b>	0.50 credit	<b>Health</b>	0.50 credit
<b>Region 9</b>	Optional. The Guidance Department will help determine the number of credits from THS required for graduation if part of a Region 9 program. <b>Not an option for grade 9 students.</b>	<b>Region 9</b>	Optional. The Guidance Department will help determine the number of credits from THS required for graduation if part of a Region 9 program. <b>Not an option for grade 9 students.</b>
<b>7 Peaks Capstone</b>	.5 credits will be awarded each year for successful completion of grade-level capstone projects. Senior Capstone Presentation Required.	<b>7 Peaks Capstone</b>	.5 credits will be awarded each year for completion of grade-level capstone projects. Senior Capstone Presentation Required.
<b>Community Service</b>	40 total hours; 10 hours/year recommended. 0.50 credits awarded upon completion of requirement.	<b>Community Service</b>	40 total hours; 10 hours/year recommended. 0.50 credits awarded upon completion of requirement.
<b>School to Work (STW)</b>	Optional pathway for students in their senior year pursuing education OR employment after high school. Number of credits awarded are based on the amount of time in the program.	<b>School to Work (STW)</b>	Optional pathway for students in their senior year pursuing education OR employment after high school. Number of credits awarded are based on the amount of time in the program.

To ensure a rigorous academic year and enhance a successful transition to post-secondary education opportunities, it is recommended that Grade 12 students earn a minimum of 6 credits their senior year. In addition to enrolling in English 12 and United States History, seniors are recommended to take an additional year of science, mathematics, social studies, electives and/or early college courses.

### **Graduation Activities and Commencement**

No student is allowed to participate in graduation activities and commencement until all academic requirements are met, all school property is returned, all school fees are paid, community service hours are completed, and all requirements of the 7 Peaks Senior Capstone Project have been met.

### **Senior Capstone**

Seniors are required to complete a Senior Capstone Project. Each student will need to complete a presentation of their 7 Peaks components. All students will have a block of time on Tuesdays and Fridays to work on their grade level 7 Peaks component leading to their final Senior Capstone project. Completion is a two part process. Students will present their final Senior Capstone and complete an exit interview. All components must be successfully completed in order for a student to graduate.

### **COLLEGE AND CAREER CENTER AND COUNSELOR SERVICES**

The College and Career Center serves to assist students through a variety of services and programs as they relate to post-secondary aspirations. Students, parents, and staff can request help and information from them as needed. Counselors are also available to help students navigate problems relating to academic issues, with career and lifestyle decision making, and with personal problems including crises and relationships.

Counselors work with students in a variety of settings such as one to one, in small groups, informational sessions, and in coping and general discussion groups. Programs reflect the needs of all students. Guidance counselors help students choose their high school courses, decide their preferences and values, deal with concerns, and think about school and/or work after high school. Guidance counselors, in high school, spend a great deal of time helping students select and refine career and college interests.

### **HOMEWORK**

Students in MSAD #44 schools are given homework as part of their total educational experience. Homework assignments are expected to supplement, complement, and reinforce classroom teaching and learning. Homework is not to be given as busy work, but as work that will assist students in mastering the course standards. Homework will be reviewed as part of the assessment of student progress.

Homework develops responsibility, extends formal learning to the home, gives parents/caregivers the opportunity to participate in their child's learning, provides an opportunity for the reinforcement of learning, and gives students experience in working on long-term projects.

Staff will work collaboratively to ensure that homework expectations are appropriate, and that the homework load is evenly distributed. Students or their parents who feel that homework is creating a hardship should bring their concerns to the teacher or to the School Office. Please see policy IKB on the SAD website.

## **DEAN'S LIST/HIGH HONORS**

The criteria for determining and achieving Academic Dean's List/High Honors are:

- A student must carry a full course load unless a modified schedule is approved by the school administration.
- An incomplete grade will disqualify a candidate from Dean's List/High Honors consideration.
- Must have a 2.7 or above in all courses including Region 9 and online courses, and/or be in good standing in the school to work program.
- 3.0 cumulative average or above = Dean's List
- 3.3 cumulative average or above = High Honors

## **Powerschool**

Telstar is moving away from Infinite Campus and switching to Powerschool to improve access to student data. Powerschool will be the primary delivery system of student information and school announcements. You may update addresses, phone numbers and more through the parent portal. Parents are urged to keep their information up-to-date, including a current email address.

Telstar is moving away from Jumprope as well. All grading will be done in Powerschool now as it takes the place of Jumprope. Powerschool is now the grading platform that provides students and families information about the student's proficiency progress. All courses will be graded by standards on a 1-4 proficiency scale through this platform. Grades will be updated by teachers every week.

## **LIBRARY/LEARNING COMMON**

The Telstar High School Library Learning Commons' mission is to support the school's curriculum, promote the effective use of information, encourage the use of technology and cultivate the enjoyment of reading.

The Telstar Learning Commons is a quiet place where academic research is conducted, a place where reading is encouraged, students and teachers meet for small group tutorial sessions, study sessions, and one-on-one academic intervention help.

Students needing any help with hardware or software can see James Haines in the tech office located in the Learning Commons.

The Learning Commons holds over 11,000 items including fiction, paperback, non-fiction, DVD, audio books, and e-books, and subscribes to many databases for up-to-date reliable research.

The Learning Commons is open from 7:25am to 2:30pm Monday through Friday.

Visiting the Learning Commons during Satellite Block:

- Sign in with Ms. Fraser.
- Students coming to the library must be doing work that requires the use of the library or assistance from the librarian.
- Work quietly.
- Food and drink is not allowed, except water.
- Students may use listening devices quietly. Use of listening devices must not disturb the learning environment.
- 4 at a table, maximum.

- When signing out on the attendance sheet, take a pass and tell the librarian you will be right back.
- When signing out for the remainder of the period, have librarian sign pass.
- Stay seated until the end of the period.

## **POST-SECONDARY ENROLLMENT OPTIONS**

The District supports and encourages students who wish to enroll in post-secondary coursework prior to high school graduation subject to the following parameters:

### **Eligible Institutions**

Students may take courses at eligible post-secondary institutions within the State of Maine, which include the University of Maine System, the Community College System and Maine Maritime Academy. Students may be allowed to take courses at private colleges or other institutions. Any such requests shall be considered on a case-by-case basis to the extent that funds are available.

### **Student Eligibility Requirements**

A student may take no more than one course per semester and two courses per academic year unless enrolled in the THS/CMCC Dual Enrollment Program or approved by administration.

A student must meet the following criteria prior to enrolling in a post-secondary course:

- A. Have a solid academic standing in his or her courses overall;
- B. Meet the course admission standards of the eligible institution;
- C. Provide written permission from a parent or legal guardian to take the course; and
- D. Obtain approval from the Building Principal or his or her designee.

### **Exceptions to Eligibility Requirements**

A student enrolled in grade 11 or 12 who does not have a solid academic standing in his or her courses overall is eligible to take a post-secondary course provided that he or she:

- A. Has been assessed and received a recommendation to take the course from the school administration; and
- B. Has been approved for participation in the course by the post-secondary institution.

### **Awarding of Credits**

The post-secondary institution shall grant full credit to any student who successfully completes a course.

High school graduation credit for a course taken under this policy shall be awarded as follows:

- A. The course must meet for a minimum of one term at the post-secondary institution.
- B. The student must earn a passing grade in the course.
- C. Attendance must satisfy the post secondary institutions requirements.
- D. If the above criteria are met, the student shall receive credit for each approved course.

### **Financial Assistance**

- A. The student or his or her parent or legal guardian is responsible for paying for all textbooks, course fees and transportation costs.

### **District Reporting Requirements**

The Superintendent or his or her designee shall ensure that information concerning post-secondary enrollment options is made available to parents and students.

The Superintendent shall provide an annual report to the School Board regarding the number of students taking courses at post-secondary institutions, the courses taken, and the performance of the students participating.

### **SCHEDULE CHANGES**

A great deal of time, effort, and thought has gone into the scheduling process. Students will have **3 school days** to add/drop and fill any blank blocks in their schedules. **Students must carry a minimum of 8 class periods at Telstar High School**, unless a modified schedule is approved by the school administration. When changing their schedules, students must go to the student services suite and follow the procedures. This will include getting a guardian's signature acknowledging that they approve of the change. Students will not be permitted to drop a course after the deadline unless there are extenuating circumstances, and then only with permission from building administration.

Adding and dropping classes should be done with thoughtful consideration because doing so can be disruptive to the student's learning and to the affected classes.

### **SPECIAL EDUCATION/504**

Special education services are available for students who need specialized instruction and who qualify using federal guidelines. Any parent/caregiver, staff member, or guidance counselor may refer a student to special education services. Once referred, the special education coordinator will review the student's file to decide whether further assessment is warranted.

Students who have a disability that affects one or more life functions may qualify for accommodation services under Section 504. Any parent, staff member, or guidance counselor may refer a student to these services by first contacting the high school counselor.

### **TEXTBOOKS**

If necessary, students will be issued textbooks in good condition. Students are responsible for maintaining the book in the same condition as when received. All textbooks should be covered. All textbooks are to be returned to the teacher at the end of the course. Students will be charged for lost or damaged textbooks and report cards will be held until outstanding obligations have been suitably satisfied. Students are further reminded that failure to satisfy these obligations may result in delay of processing future transcript requests.

### **ATTENDANCE**

Regular school attendance is the first step in achieving academic success. Parents/Caregivers should help their children take responsibility for regular attendance. [Maine law](#) requires that all persons between the ages of six (6) and seventeen (17) years attend a public day school, which serves the municipality in which the parent/guardian resides during the time that school is in regular session.

State of Maine Law, Title 20A, Section 5001-A, states **a person's absence is excused when the absence is for any of the reasons listed here and only these:**

1. Personal health, including the person's physical, mental, and behavioral health;
2. Appointments with health professionals that cannot be made outside the regular school day;
3. Observance of recognized religious holidays when it is required during the regular school day;
4. Emergency family situations;

5. Planned absence for personal or educational purposes that has prior administrative approval. (see planned absence below)
6. Educational 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 superintendents' student transfer agreement. "Educational 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 medical absence for planned hospitalization or recovery.

**If your student is absent from school for any reason, please notify the office as soon as possible. A guardian must call, email, or send a signed note to the office within five (5) days of the absence to be excused.**

**Parents planning to take students out of school must make advance arrangements with the high school office.**

Parental requests for early dismissal are to be presented in the main office. An administrator shall determine the validity of an early dismissal. Appointments should be scheduled outside the normal school day whenever possible.

The student will be responsible for making up the work missed during any excused *unplanned* absence within three (3) days of the absence. The student will be responsible for making up the work missed during any excused *planned* absence upon his or her return to school.

When a student accumulates seven (7) unexcused absences in a year, the parents will receive written notification and the Principal or his or her designee may have a conference with the student. The parents and student may also be requested to meet with the administration. When a student has accumulated more than five (5) unexcused absences in a half credit course, or more than ten (10) unexcused absences in a year long course, that student may not receive credit for the course.

All unexcused absences will be applied toward these policies. If a student violates the attendance policy, the parent will be notified of any loss of credit. Modification of a specific application of the above rules may be secured by initiating an appeals process. Details of the appeals process are available from the main office.

### **PLANNED ABSENCES**

On occasion, students miss school for reasons that are anticipated in advance. Please try to minimize planned absences as much as possible. Forms are available in the office. Students are responsible for following the procedures listed below before the planned absence:

Bring in a note from the parent(s) to attach to the form.

- Take the form to teachers to sign and make any needed notations. (must be signed by the parent or have a note attached first)
- Return the form to the main office five days prior for the principal to approve and file.

## **TARDINESS AND DISMISSALS**

### **Tardy to class:**

Students are encouraged to be on time for class. Teachers will take appropriate action to discourage tardiness. If a teacher retains a student and makes that student late to the next class, that teacher will provide a written pass to the student for the next class.

In a semester, three unexcused tardies to class will result in a teacher issued lunch detention with communication home from that teacher. Six unexcused tardies in a semester the student will be referred to the Dean of Students for additional consequences and a follow up call home. If the tardiness to class continues, then the student will be referred to the student assistance team and the parent or guardian will be invited to meet with team members to help develop a plan that addresses the student's issue of being late.

### **Tardiness and Dismissals from School:**

Students who are late to school must report directly to the main office and sign in. Students who miss an entire class due to tardiness will be reported as absent. Tardiness and dismissals apply as a partial absence to the attendance policy.

All tardiness and dismissals are unexcused unless they meet the [State of Maine definition](#) for excused absences listed above.

Throughout the school year, three unexcused tardies will result in a referral to administration. Six unexcused tardies will result in an after school detention. Nine unexcused tardies will result in a Saturday detention. If the tardiness to school continues, then the student will be referred to the student assistance team and the parent or guardian will be invited to meet with team members to help develop a plan that addresses the student's issue of being late.

### **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 Telstar High School will then determine the procedures that govern a student's rights and responsibilities within the school setting.

## **TRUANCY**

A student is habitually truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A MRSA § 5001-A) and he/she:

- A. Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or
- B. Is at least 6 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

Habitually truant students will be reported to the superintendent of schools where action will be taken according to school board policy JHB found on our website.

## **CODE OF CONDUCT**

### **ALCOHOL AND OTHER DRUGS**

The MSAD #44 School Board requires a safe and healthy learning environment for District students, free of the detrimental effects of drugs and alcohol. Accomplishing this requires a cooperative effort among District staff, students, parents/caregivers, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health and well being of students, the Board endorses a three-pronged approach to address drug and alcohol use, abuse prevention & education, and intervention & discipline. The Superintendent or his or her designee is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

#### **Prohibited Conduct**

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

#### **Disciplinary Action**

Drinking, possession of an alcoholic beverage, possession of illegal drugs or being under the influence of alcohol or drugs, furnishing of alcohol and/or illegal drugs during school or at any school-sponsored activity, public or private, is prohibited. Violations of this policy may result in a ten (10) day out-of-school suspension based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

During this suspension period, a building administrator will review each chemical substance suspension for signs of chemical dependency. With the cooperation of the student and parent or guardian, a possible referral for professional evaluation and/or treatment will be discussed. Students who violate this policy a second time will be referred to a certified substance abuse counselor for assessment. A third offense could result in an expulsion hearing and/or a police complaint.

#### **Prevention/Education**

The District will provide students with appropriate information and activities focused on educating them about drugs and alcohol and preventing their use. Programs shall teach students that the abuse of drugs and alcohol is wrong and harmful, how to resist peer pressure, and the legal, social and health consequences of drug and alcohol abuse.

#### **Intervention**

The District will establish a team approach to intervention with students who have drug and/or alcohol problems. Students will be assisted in addressing their problems and in continuing their

educational program. Students will be provided with information and referral if necessary to aid them in obtaining assistance from appropriate organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

### **BACKPACKS/TOTE BAGS**

For health and safety reasons, backpacks/tote bags may be used to transport books, physical education clothing, and/or lunches to and from school. Once at school, backpacks/tote bags **must be placed in the student's locker**. Necessary instructional materials will be carried to each class.

### **BOMB THREATS**

The MSAD #44 School Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, 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. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

### **Student Disciplinary Consequences**

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found, after a hearing by the Board, to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the IEP process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided by school board policy JKF.

### **BULLYING**

#### **Policy: JICK**

The Board believes that bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the school. Bullying and other forms of mistreatment affects not only students who are targets but also those who participate in and

witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

### **Bullying Prohibited**

Bullying, including “cyberbullying,” is not acceptable conduct in MSAD#44 and is prohibited.

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined by board policy ASAA);
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitute bullying shall be subject to appropriate disciplinary actions.

In adopting this policy, it is not the Board’s intent to prohibit students from expressing their ideas, including religious, political and philosophical views 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 directly interferes with students’ rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

### **Definition of Bullying**

“Bullying” and “cyberbullying” have the same meaning in this policy as in Maine law:

### **Bullying**

“Bullying” includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

A. Has, or a reasonable person would expect it to have, the effect of:

1. Physically harming a student or damaging a student’s property; or
2. Placing a student in reasonable fear of emotional, physical harm or damage to his/her property;

B. Interferes with the rights of a student by:

1. Creating an intimidating or hostile educational environment for the student; or
2. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or

C. Is based on:

- a. A student’s actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
- b. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

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 behavior.
2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with other, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, disrespectful gestures, or physical posturing;

4. Threats of harm to a student, to his/her possessions, or to the 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 facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking;
9. Physical contact or injury to another person or his/her property; and
10. Creating a fake online profile.

### **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, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
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 targeted student;
3. Impersonating or representing another student through the use of that other student’s electronic device or account to send email, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending email, text messages, IM, or leaving voice messages that are mean or threatening, or so numerous as to bombard the target’s email 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.

### **Substantiated**

Substantiated means that the outcomes of the investigation on the Responding Form (JICK-E2) provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.

### **Alternative Discipline**

Alternative discipline means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student’s specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student’s misbehavior.

### **Application of Policy**

This policy applies to bullying that:

- A. Takes place at school or on school grounds, at any school-sponsored or school related activity or event or while students are being transported to or from school or school-sponsored activities or events; or
- B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of “bullying.”

## **Consequences for Policy Violations**

### **Students**

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.

Any student violating this policy may also be subject to civil or criminal penalties.

### **School Employees and Others**

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors and visitors who violate this policy will be excluded or barred from school property until the Superintendent is satisfied that the person will comply with Maine's bullying law and this policy.

Any person violating this policy may also be subject to civil or criminal penalties.

Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

### **Staff Training**

MSAD#44 will provide professional development and staff training in bullying prevention and response.

### **Delegation of Responsibility**

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

### **Dissemination of Policy**

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students, parents, school employees and volunteers in handbooks, and on the school unit's website and by such other means (if any) as may be determined by the Superintendent.

## **BUSES/SCHOOL TRANSPORTATION**

### **Transportation Student Management Principles**

**Safety:** The safety and welfare of student riders shall be the first consideration in all matters pertaining to transportation. School Administrators, drivers and parents must be committed to the physical and psychological safety of every child riding on the bus and attending school. Any behavior that interferes with the safety of students or staff is the highest priority and shall be dealt

with immediately. Safety violations include any action that causes or threatens to cause harm to the student, other passengers, driver, motorists, pedestrians or the safe operation of the bus.

**Order:** Order means student behaviors that interfere with the ability of the driver to perform his or her responsibilities in a timely manner or disrupts normal transportation operations. Examples include failure to comply with a driver's instructions, delaying departures from a stop or school, etc.

**Rights of Others:** Rights of others are interpreted as unacceptable behavior or expressions by the student in ways that interfere with the rights of another individual. Examples include harassment, disrespect, etc.

### **Bus Safety/Desirable Student Behavior**

Guidance over student should be sufficient to assure that the following procedures are observed at all times:

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. Carry-on items are restricted to those that can be adequately managed by each passenger, in their seats. Students may not carry the following objects on school buses:

Glass	Chemicals of any nature	Knives or sharp objects	Firearms
Large musical instruments	Skateboards/Roller Blades	Trading Cards	Balloons
Pets or caged animals	Skis or snowboards	Ski poles	Sleds
Hand tools/Power tools	Engine parts	Drugs/Alcohol	Tobacco Related Products

Any item that could cause injury or disruptive behavior (This is at the drivers' discretion).

4. Students must keep pens, pencils, and other school materials inside their backpacks.
5. 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. Keep the bus clean.
6. 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. Students are not to put their hands, arms, head or bodies out of the window, nor are they to yell at anyone outside the bus.
7. 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.
8. Students are not to play instruments while on the bus. Music devices may be played only with the use of head/ear phones.
9. The school bus is like a classroom and all school rules apply.
10. Keep the aisles clear of books, lunch boxes, musical instruments, etc.
11. No objects will be allowed which obstruct the driver's view and interferes with a student's space, safety or comfort. All items should be held on the student's lap.
12. No harassment, physical or verbal. No hitting or roughhousing. No teasing, name-calling or profanity.
13. Students must enter and leave the bus at school loading stations and at highway stops in an orderly fashion and in accordance with instructions. This requires due regard for their own

safety and the safety of others. Passengers will therefore proceed without haste, and without crowding and pushing.

14. Students must not distract the driver. In general, any activity, which worries or distracts the driver, is objectionable. Passengers need to keep in mind the driver needs to keep their mind on the driving and on the traffic situations. If they are worried about activity on the bus, then the driver cannot be a safe driver. Students must show due consideration and will refrain from shouting or other boisterous activity and from carrying on unnecessary conversations in a loud manner while the bus is in motion.
  15. Students who must cross the road will do so in accordance with loading/ unloading instructions.
  16. Students will not destroy property. Transportation equipment represents a large capital investment. Students are expected to cooperate in its maintenance and preservation. Orderly behavior on the bus - at all times - is essential. "Rough-housing is not only hard on seats and interior finish; it could also distract the driver.
  17. Students must not extend arms or other parts of the body out of windows.
  18. Students should not be allowed to eat or drink on a school bus. A student choking on food while riding on the bus is a very real possibility.
  19. Students must not throw objects inside the bus or out the windows. Waste paper and other refuse may not be scattered along the highway. Provision should be made inside for such material and disposed of by the driver at the end of the trip. Shooting "paper-wards" or throwing around other material in the bus is not permissible. The aisle must be kept clear; book bags and other belongings should be held by the students, or properly stored out of the way.
  20. Students must be on time at bus stop locations at home and at school. They should leave home in time to reach the bus stop five minutes before scheduled pick-up and avoid playing or loitering on the highway when waiting for a bus. Procedures for walking on the highway should be made clear to Students.
  21. Lists of rules and regulations covering student behavior will be posted in the front and rear of each school bus.
  22. Do not enter or leave the school by the back door except in case of an emergency or unless directed to do so by the driver.
  23. 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.
  24. Students will only ride the bus they are assigned to and will not ask the driver to be let off at any place except the student's regular stop unless there is a note signed by the student's legal guardian directing otherwise.
  25. There is no smoking or any use of tobacco products on the bus.
  26. Students will not bring on the bus any items that may have the potential of causing injury or disruptive behavior.
- NOTE: If necessary the driver can assign seats.

Students are instructed in the proper use of seat belts/CSS (child safety systems) during the course of the year, if the bus is equipped with them. Bus safety drills are also performed. Cooperation with the driver at all times will help make the ride safer and better for everyone.

### **Rules and Regulations for Students Conveyed in School Buses**

The following six rules are posted on ALL MSAD #44 School Buses. These rules are for the safety of all riders. They apply to everyone who rides the school bus.

1. Obey the driver at all times. Be respectful, polite, and co-operative. Cross the road as directed by the driver. Drivers may assign seats.
2. Do not distract the driver through misbehavior or loudness.
3. For your own safety, remain seated at all times. Keep your hands and feet to yourself, out of the aisle, and inside the bus. Store pens, pencils, and other sharp objects safely.
4. For your own safety, do not damage or destroy property.
5. No eating, chewing, drinking, or smoking/vaping.
6. No harassment, physical or verbal. No hitting or roughhousing. No teasing, name-calling or profanity.

Note: There will be exceptions to the no eating, chewing, drinking procedure on school buses if it is a medical requirement or on a specific athletic trip. If a driver has a student who needs to eat or drink on the bus because of a medical reason, the Transportation Director will be notified, and authorization from the school nurse of the building the student attends will be requested.

**Extreme Violations:** In any instance in which a student's misbehavior has endangered the bus or other passengers, or in which a student has to be removed from the bus by a school employee or police officer, that student's privilege to ride may be immediately suspended until such time as a parent or guardian and student meet with appropriate school personnel to resolve the problem.

MSAD #44 has the responsibility to maintain order on school buses and other vehicles used to transport students in order to ensure the safety of passengers. In an effort to reduce passenger behavior violations, video cameras may be used to monitor passenger behavior.

When the resulting videotapes are used as a basis for student discipline, the parent/guardian(s) will be notified and given the opportunity to view the tape of their child. Students in violation of school discipline and conduct codes shall be dealt with in accordance with established policy, administrative guidelines, and school practices. Notice of use of video cameras for disciplinary purposes in school vehicles will be provided to all students, parents, and staff on an annual basis. Moreover, notice that video observation may take place will be posted in each transportation vehicle.

Tapes are retained by the transportation supervisor. Access to the tapes will be provided only upon request. Tapes may be viewed by students and/or parents under the supervision of the transportation supervisor or an MSAD #44 administrator. Only segments of the tape relevant to the student will be reviewed.

A log of tape viewing will be maintained by the Transportation Department. Tapes will be erased at the end of each school year unless there is an unresolved discipline issue for which an individual tape is relevant.

Students who, with permission, remain after school will be offered the opportunity to take a late bus to a centralized location at district expense. The drop off points will be determined by the transportation director. The late bus schedule will be announced in advance and departure times may vary.

The above mentioned policies apply only to MSAD #44 buses and may vary on buses of unorganized territories and buses of towns outside of MSAD #44.

## **BUS PASSES**

Please note: Any student who wishes/needs to get off a MSAD #44 bus ANYWHERE other than their own residence MUST bring a written note from their parent/guardian to the THS office by 9AM on the day that they wish to do this. Parents may also email the bus note to Tonya Lewis (lewist@sad44.org.) Phone requests will not be accepted. ALL INFORMATION REQUESTED MUST be given by the parent/guardian when requesting a Bus Pass for a child. Information requested is the PHYSICAL ADDRESS of stop location, bus number, name of the bus driver and the dates the note covers.

## **CELL PHONES/ELECTRONIC DEVICES**

ELECTRONIC DEVICES / CELL PHONES - Students are asked to leave their cell phones locked in their lockers upon arrival at school. Simply having their phones on them can be a huge distraction. If they choose to keep their phone on them, then they need to use their phone at appropriate times. **Electronic devices are not to be used during class time, except by explicit permission of the teacher/supervisor in charge.** Teachers may ask students to place their phones in a classroom phone holder to reduce distractions during instruction time.

Electronic devices / cell phones may be used during breakfast break, lunch, in between classes, and after school. During class must only be done with the permission of a staff member and must not disturb the learning environment of self and others.

Students who violate the cell phone rules will receive the following;

1st incident: The student will receive a warning and be directed to put the phone away.

2nd incident: The student will receive a lunch detention. The cell phone will be kept in the office until the end of the day and parents will be notified.

3rd incident: The student will receive an after school detention. The cell phone will be kept in the office and parents/guardians will need to pick it up.

4th incident: The student will receive a Saturday detention. The cell phone will be kept in the office daily until the Saturday detention is served and a parent/guardian meeting will be scheduled to create a plan.

All students can be contacted through the school office secretary who can relay messages to the student or teacher in charge. Cell phones may be secured in the THS Office or in the student's locker, preferably with a lock.

## **CHEATING/PLAGIARISM**

There is a clear expectation that all students will complete assignments with honor and integrity. There is no tolerance for students caught cheating. Cheating includes, but is not limited to the following:

1. Copying or duplicating assignments that will each be turned in as "original"
2. Exchanging assignments by print-out or digitally and then submitting work as "original"
3. Writing or digital transfer of formulas, codes, key words, etc. for use in a test.
4. Using hidden reference sheets during a test.

5. Using programmed material in electronic devices when prohibited.
6. Knowingly exchanging answers with others (either giving or receiving answers).
7. Submitting someone else's assignment as one's own.
8. Plagiarism: submitting material (written or designed by someone else) without giving the name of the author/artist and/or source. This includes AI generated materials.
9. Not following specific guidelines on cheating as established by department, class, or teacher.

If a student is found to be cheating, the teacher will contact the parent and handle it in one or more of the following manners:

1. A non-passing grade on the assignment, redo the assignment and a parent conference.
2. Other consequences determined by the teacher and/or an administrator.
3. Subsequent offenses may also result in suspension, removal from elected position(s) and/or honorary organization(s), suspension from co-curricular activities.

### **CIVIL RIGHTS POLICY**

It is the policy of Telstar High School to provide a safe learning environment for all students regardless of race, color, religion, ancestry, sex, gender, gender identity, gender expression, national origin, sexual orientation and physical or mental disability, in accordance with the Maine Civil Rights Act. Appropriate disciplinary action will be taken with students who violate the Civil Rights Policy.

### **DISCIPLINARY MEASURES FOR STUDENTS**

Discipline will be handled in accordance with the school restorative practice.

Teachers may assign teacher detentions as forms of disciplinary measure. Students must attend these detentions. Failure to do so will result in further disciplinary action.

Administrators may assign office detentions for minor infractions if appropriate. Office detentions are held on Tuesdays and Thursdays from 2:40 - 4:00 PM. Administrators and staff members may consider constructive detention alternatives.

Administrators may assign Saturday detentions. These are held at Telstar on Saturday mornings from 8-11 AM.

Administrators may assign an in-school or out-of-school suspension for a period up to ten (10) days. Students who are suspended may not be on MSAD #44 property unless given explicit permission by the school administrator for a meeting or for serving an in-school suspension. Students on school property without permission of an administrator while suspended out of school are trespassing and can be referred to local law enforcement agencies for criminal trespassing. Students can make up work missed during a suspension. Students are expected to continue learning and may be assigned appropriate or alternative assignments to reach class learning goals.

In certain cases a student may be expelled by the MSAD #44 Board of Directors. In an expulsion, a student is removed from the school for the remainder of the school year. During that period of time, no credits or grades will be awarded; the student cannot participate in school extra-curricular activities, or be allowed on school property. The MSAD #44 Board of Directors has the right to readmit a student conditionally.

## DISPLAYS OF AFFECTION

The school recognizes that genuine feelings of affection may exist between students. Companionship and friendship are a natural stage of personal development; however, excessive displays of affection such as prolonged kisses or embraces of an intimate nature are not permitted. Repeated or especially inappropriate behavior in this regard will result in a meeting with building administration and possible further disciplinary consequences.

## TELSTAR MS/HS DRESS CODE POLICY

Students are expected to wear clothing that does not interfere with the educational process. The responsibility for the dress and grooming of a student rests primarily with students and their caregivers. We ask that caregivers and students consider the school setting as having purposes different from relaxing at home or socializing with friends and that students dress for an academic setting. Students should dress in a way that promotes comfort, safety and respect as well as academic success.

**1. Basic Principles: Certain body parts must be covered for all students at all times.** Clothes must be worn in a way such that private parts are fully covered with opaque fabric.

### 2. Students Must Wear:

- A **Shirt** (with full coverage fabric in the front, back, and the sides under the arms **AND**
- **Pants or the equivalent** (for example, a skirt, dress or shorts) **AND**
- **Shoes** (excluding cleats, these are permitted in locker rooms and outside only).

### 3. Students Cannot Wear:

- Articles of clothing promoting substances that are illegal for minors (tobacco, alcohol, or other drugs).
- Items that are intended to identify the wearer as a member of a particular illegal gang/hate group (ie: trench coats, t-shirts depicting specific hand signs, etc). *Groups and symbols as defined by the Anti-Defamation League and the Southern Poverty Law Center.*
- Articles of clothing that violate the civil rights of others and/or would not be permitted to say in class: imagery or language that depicts sexual content, violence, hate speech, swear words, or creates a hostile learning environment for any protected class (ie: race, ethnicity, gender, sexual orientation, religion, handicapping condition).
- Hoods on heads are not permitted while in the building. Sunglasses and/or hood coverings would only be permitted with a doctor's note or as an IEP/ 504 accommodation.
- Any clothing that violates the Basic Principles or exposes underwear (waistbands and straps excluded).
- Backpacks to classes other than PE and Fitness.

*In the event of an infraction, the student will be warned verbally and parents will be notified. Should infractions continue, further discipline will be issued. We reserve the right to exclude a student from general attendance until a violation of civil rights is corrected.*

*Board approved, 12/20/2021*

Revised 6/17/2024

## **FIGHTING**

The safety of Telstar is everyone's responsibility. Any students participating in or instigating a fight through their words, actions, or through social media will face disciplinary actions and efforts to restore positive/safe relationships.

## **HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS**

Harassment of students because of race, color, sex, religion, sexual orientation, 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, religion, sexual orientation, gender identity, gender expression, 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. District employees, fellow students, volunteers and visitors to the schools, 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 District employees is considered grounds for disciplinary action, up to and including dismissal. 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 District employees and students.

If students feel they are being harassed, or staff observe harassment, by another student or an adult in the school, they are **encouraged to report the alleged harassment to a guidance counselor, teacher, or administrator**. Teachers are required to report such incidents to the administration. Steps will be taken to address and restore respectful relationships and a positive school climate.

## **HAZING**

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 District personnel or a student enrolled in a public school." Injurious hazing activities of any type, either on or off District

property, by any student, staff member, group or organization affiliated with this district, are inconsistent with the educational process and shall be prohibited at all times.

“Harassing behavior” includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member. “Acts of intimidation” include, but are not limited to extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, and property damage or theft.

No administrator, faculty member, or other employee of the District shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students’ organizations, shall plan, encourage, or engage in injurious hazing activities. Students who violate this policy will be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. Administrators, professional staff, and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal.

### **NOTICE OF NON-DISCRIMINATION**

MSAD #44 does not discriminate on the basis of race, age, color, national origin, sex, sexual orientation, religion, or physical or mental disability in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: John Eliot - Affirmative Action / Title 9 Officer. Please contact the Superintendent’s Office with any questions.

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, S.W. McCormack POCH Room 222, Boston, MA 02109-4557.

### **STUDENT/VISITORS PARKING LOTS**

Students who drive to Telstar must properly park their vehicles in an approved and designated parking spot in the student parking lot. Students need to back into their parking spots. This makes it safer for everyone to get out at the end of the day.

Student vehicles may not be moved or entered during school hours, prior to dismissal of the student, or without the permission of Building Administration. Students may not loiter in school parking areas.

Students must register their vehicle with the high school office and display the assigned permit in their vehicle. Students are expected to drive prudently, safely and obey appropriate driving rules and regulations.

Driving to and parking on District property is a privilege that will be extended only to those students who have a valid driver’s license, permission from a parent or guardian, and proof of appropriate insurance.

The District shall assume no liability for damage or theft of motor vehicles driven or parked on District property. Students are encouraged to lock vehicles while parked on district property.

The Superintendent or his or her designee is responsible for developing and implementing rules related to student vehicle use and parking. Students who do not observe the school rules pertaining to use of vehicles or who do not operate them on school property in a safe and prudent manner, may lose the privilege of bringing their vehicles to school.

Bicycles, go-karts, mini-bikes, snowmobiles, ATVs, skateboards, roller skis, and in-line skates are not permitted on school property without permission from the Building Administration. In an effort to maintain a safe environment, administrators also reserve the right to enforce school policies beyond the boundaries of the school grounds.

### **QUESTIONING AND SEARCHES OF STUDENTS**

The Board seeks to maintain a safe and orderly environment in the schools. District staff members 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, school rules, or which interfere with the operations, discipline or general welfare of the school.

Student use of all school storage facilities, including but not limited to lockers, desks, and vehicles in school parking lots, is a privilege granted by the District. All storage facilities are District property and remain under the control, custody and supervision of the District. Students have no expectation of privacy in District storage facilities or for any items placed in such storage facilities. District Administration has 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 or school rules, such evidence may be seized and impounded by the Building Principal or Dean of Students and appropriate disciplinary action will be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by the Building Principal or his or her designee, in consultation with the Superintendent.

### **REINTEGRATION OF STUDENTS FROM JUVENILE CORRECTIONAL FACILITIES**

Maine law requires the establishment of a reintegration team to assist a student entering a public school from a juvenile correctional facility. The need for advance planning and appropriate confidentiality in these circumstances is recognized.

The Superintendent or his or her designee shall be responsible for determining whether a student will be accepted or denied access to school based on compliance with the juvenile's rehabilitation plan as it affects reintegration. Access may be denied until the Superintendent is satisfied that conditions have been met.

### **STUDENT RESTRAINT AND SECLUSION**

The MSAD 44 School Board has adopted this policy 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. 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.

1. **Definitions:** The following definitions apply to this policy and procedure:
  - A. **Physical restraint:** An intervention that restricts a student's freedom of movement or normal access to his or her body, and includes physically moving a student who has not moved voluntarily.
 

**Physical restraint does not include any of the following:**

    1. Physical escort: A temporary touching or holding of the hand, wrist, arm, shoulder, hip or back for the purpose of moving a student voluntarily.
    2. Physical prompt: A teaching technique that involves physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.
    3. Physical contact: When the purpose of the intervention is to comfort a student and the student voluntarily accepts the contact.
    4. Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful or dangerous to the student or others.
    5. The use of seat belts, safety belts or similar passenger restraints, when used as intended during the transportation of a child in a motor vehicle.
    6. The use of a medically prescribed harness, when used as intended; the use of protective equipment or devices that are part of a treatment plan prescribed by a licensed health care provider; or prescribed assistive devices when used as prescribed and supervised by qualified and trained individuals.
    7. Restraints used by law enforcement officers in the course of their professional duties are not subject to this policy/procedure or MODE Rule Chapter 33.
    8. MDOE Rule Chapter 33 does not restrict or limit the protections available to school officials under 20-A M.R.S.A. § 4009, but those protections do not relieve school officials from complying with this policy/procedure.
  - B. **Seclusion:** The involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student.
 

**Seclusion does not include:**

    - Timeout: An intervention where a student requests, or complies with an adult request for a break.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Students have certain legal rights under federal and state constitutions and statutes as interpreted in pertinent court decisions. Along with these rights are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

- A. Civil rights, including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others,
- B. The right to attend public schools free of charge in accordance with the provisions of Maine statutes and policies of the Board; the responsibility to attend school as required by law,
- C. The right to due process with respect to suspension, expulsion, or an administrative decision that a student believes has injured his or her rights; the responsibility to observe school rules and regulations essential for permitting all students to learn at school,
- D. 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,

- E. The right to privacy regarding the content of student records as defined by the Family Educational Rights and Privacy Act (FERPA), and the right to dress as he or she pleases within reasonable guidelines related to health, safety, and the avoidance of disruption,
- F. The right to be free from unreasonable searches and seizures; the responsibility to comply with school rules and policies.

As part of the educational process, all students should be made aware of their legal rights and also of the legal authority of the Board to make, or delegate authority to its staff to make, rules and regulations regarding the orderly operation of the schools. As such, this policy shall be included in school handbooks or otherwise communicated to students and parents at the beginning of each school year. The Board expects all staff to abide by this policy in order to most effectively achieve mutual respect of rights and the acceptance of responsibility. This Board policy is intended for educational and informational purposes and not to create, expand, or restrict any student rights or responsibilities.

### **STUDENT TECHNOLOGY/LAPTOP USE**

The District provides laptop computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and district staff. Student use of school computers, networks and Internet services is a privilege, not a right. Students are required to comply with laptop use policy and accompanying district and school rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All District computers remain under the control, custody and supervision of the District. The District reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including email and stored files. All high school families are required to purchase Telstar's Technology Protection Plan for \$25 each year.

Before a student is allowed to use school computers and Internet services, the student and the student's parent or legal guardian must sign the Acceptable Use form acknowledging that the laptop guidelines and expectations were reviewed in accordance with policy IJNDB. The signed acknowledgment will be retained by the school.

### **TOBACCO PRODUCTS**

The health hazards of tobacco use have been well established and generally accepted by society. In order to reflect and emphasize the hazards of tobacco use, the following is recommended: discourage students from using tobacco products; protect the health and safety of students, employees, and the public; set an example of non-tobacco use by adults; comply with law that prohibits persons under the age of 18 from purchasing or possessing tobacco products; and promote the cleanliness of District facilities, the MSAD #44 School Board prohibits smoking, vaping (including non tobacco) and the use of all tobacco products in District buildings, facilities, and on District grounds and buses, during school-sponsored events, and at all other times on District grounds by all persons, including students, employees, and visitors.

In addition, students are further prohibited from possessing, purchasing, selling, distributing or dispensing tobacco products in District buildings, facilities, and on District grounds and buses, during school-sponsored events, and at all other times.

All of these same prohibitions shall apply to electronic cigarettes and other devices designed to deliver vape or nicotine through inhalation or used to simulate smoking.

### **VANDALISM**

Telstar is public property and students have the right and privilege to use it. School citizens have a responsibility to take care of the building and to see that others do not deface, destroy, or mar any part of it. It is important that all students assume the responsibility of appropriate behavior and discourage those who would damage or destroy school property. Disciplinary action will be taken in any instance of willful damaging, destroying, and/or defacing of school property.

### **WEAPONS/HAZARDOUS ARTICLES**

Any weapons or hazardous articles are not to be brought to school or used by students. Any item/object may be considered as a dangerous weapon if it is used in any way to harm or threaten harm to another person.

Firearms, firearm replicas, knives, pocket knives, sharp objects, cigarette lighters, paintball equipment, drug paraphernalia or other weapons/objects, which can be construed as weapons, are expressly prohibited on school grounds. Possessing hazardous items in school is a suspendable offense determined by the school administration. Possessing a weapon is a suspendable offense of 10 school days and could likely result in expulsion from school.

### **GENERAL INFORMATION**

#### **TELSTAR HIGH SCHOOL IS A RESTRICTED CAMPUS**

Once students have arrived to begin their school day, they stay for the remainder of the school day. Students are not allowed to leave the campus and return later. However, students attending Region 9 in Mexico, students involved in school-approved programs and students signed out and returned by parents for medical appointments, etc. are the exceptions. During school hours, students are prohibited from walking in or passing through the parking lot or thoroughfare, which surrounds the school building, unless authorized to do so or under staff supervision. The reasons for this policy have to do with student safety and the need for parents, staff and administration to be able to track and contact students during the school day.

#### **CO-CURRICULAR ACTIVITIES**

Telstar offers a wide variety of athletic and non-athletic co-curricular activities for students. These activities are an important dimension to the total educational program at the school. These are diverse in nature and are conducted outside of the regular classroom curriculum and time. Participation in these activities is a privilege and is contingent on a student passing all of his or her classes and adhering to rules and policies above and beyond those for the traditional educational program.

#### **THS Interscholastic Athletics**

FIELD HOCKEY  
X-COUNTRY RUNNING  
BOYS' SOCCER  
GIRLS' SOCCER  
FOOTBALL

ALPINE SKIING  
NORDIC SKIING  
BOYS' BASKETBALL  
GIRLS' BASKETBALL

BASEBALL  
SOFTBALL  
TRACK

## **THS Clubs and Activities**

NATIONAL HONOR SOCIETY

STUDENT COUNCIL

BOYS' STATE

CHORUS/ENSEMBLE

ROTARY YOUTH LEADERSHIP (INTERACT)

DRAMA

BAND

GIRLS' STATE

YEARBOOK

CLASS OFFICERS

TELSTAR ATHLETIC BOOSTERS

PROM & GRADUATION COMMITTEES

FUTURE BUSINESS LEADERS OF AMERICA

## **Academic Eligibility (HOWLS)**

Telstar has a policy that connects eligibility for participation in athletics and co-curricular activities to academic expectations through student HOWL grades. Grades are monitored by the athletic coordinator and administration every two weeks. A student must be meeting the HOWL standards (2.7) in each category in every course in which he or she is enrolled. If the student is NOT in one or more courses, they will be placed on co-curricular warning. If the student is still NOT meeting the standards in one or more classes after two weeks, they will go on co-curricular probation. During probation the student will be allowed to practice but will not be allowed to participate in any contests or ride to away contests. If the student's HOWL grades improve to passing within two weeks, or the teacher communicates that the student has made significant progress toward meeting the goal, then they will be removed from probation. If, after two weeks, the student's grades are still not passing, he or she will be placed on co-curricular suspension. Suspension means that they will not be allowed to participate in any activities in any way until the grades improve to the level required. The suspension ends when the teacher determines that the student's grades have improved to meeting the standards.

## **Attendance Eligibility**

Students who participate in co-curricular activities, including school dances, ceremonies, banquets, etc. during the day or evening must attend a minimum of ½ day of the regular school day on the day of the event or the day preceding in the case of a weekend event unless excused by an administrator for a reason other than illness. Students who are absent from school for a medical or dental appointment may attend or participate in an activity with a written doctor's statement and/or permission of the principal. Students who are habitually tardy or absent the day following a co-curricular activity may be removed from the activity or suspended from the program.

Students who report to a practice late or miss practices or contests without a reasonable excuse will be appropriately disciplined by the coach or advisor. The coach or advisor will explain the disciplinary policies regarding practices at the beginning of the activity.

Students suspended from school for any reason will not be allowed to participate in any extracurricular activities during the period of the school suspension.

## **Sportsmanship**

Students are expected to represent their school and to be good citizens when they participate in these activities. Participants who fail to conform to reasonable rules of conduct as members of an activity sponsored by MSAD #44 will be disciplined by the coach or advisor. The coach or advisor will notify the principal and/or athletic director and the parent/guardian as soon as possible when a student is disciplined.

*Maine Principals' Association's Code of Ethics for Secondary School Activities:*

It is the duty of all concerned with secondary school activities programs to:

- Emphasize the proper ideals of sportsmanship, ethical conduct of play as they relate to the lifetime impact on the participants and spectators.
- Refrain from making disparaging remarks to opponents, officials, coaches or spectators in any aspect of school activities.
- Vigorously encourage the development of proper health habits, discourage the use of chemicals, including alcohol and tobacco.
- Encourage everyone to judge the true success of the activities on the basis of the attitude of the participants and spectators rather than on the basis of a win or loss.

### **Spectators, Including Parents, Students, and Community Members**

Spectators attending athletic events are expected to:

1. Realize that the main purpose of the competition is the play of the game and that the role of the spectator is one of support;
2. Show positive support to the teams and players for outstanding performances;
3. Show concern for injured players, regardless of which team they are on;
4. Refrain from angry or abusive language or actions toward any player, official, coach or other spectators;
5. Refrain from endangering participants or spectators by throwing objects;
6. Refrain from heckling, taunting or berating players, officials, coaches or other spectators; and
7. Follow all Board policies and rules pertaining to conduct on school property, including but not limited to those pertaining to tobacco, alcohol, drugs and weapons.

School athletic events are school activities that are part of the educational program. An athletic event is not a public forum. The public is invited to attend athletic events for the purpose of supporting the participants on both teams and the schools they represent. Appropriate behavior by spectators, especially adults, provides a positive model for students and contributes to the value and educational purposes of athletic activities. Negative comments and behavior by spectators are inconsistent with the purposes of athletic activities. School administrators and officials have the authority and discretion to remove any spectators who do not comply with rules of sportsmanship. The building administrator will be responsible for posting spectator rules at the entrance to each interscholastic competition site.

### **Alcohol and Illegal Drugs**

Students are prohibited from consuming, purchasing, possessing or furnishing alcohol or illegal drugs. If a student consumes, purchases, possesses or furnishes these substances during the time the student participates in a co curricular activity, the following will apply in addition to school discipline:

1. The student shall be given an oral or written notice of the charges.
2. The student shall be given an explanation of the evidence forming the basis for those charges.
3. The student shall be given an opportunity to present his/her side of the case.
4. Administration shall decide if a violation has occurred.
5. If the violation did not occur during a school-related activity or on school property, the student will be suspended for two (2) games and will continue to practice. The student will be referred to the Substance Abuse Team and must follow any recommendations.

Nonathletic co-curricular activities will result in a one (1) week (5 to 7 days) suspension from that activity, and the student will be referred to the Substance Abuse Team and must follow their recommendation.

6. If the violation occurred during a school-related activity or on school property, the student will be suspended for ten (10) days from school. The student will automatically be suspended from all extracurricular activities while suspended from school. The student will be referred to the Substance Abuse Team and must follow the recommendations of the Team.
7. Any student who voluntarily turns himself/herself into the Substance Abuse Team for help may not be suspended from extracurricular activities as long as he/she complies with the Substance Abuse Team recommendations.

Furnishing alcohol or illegal drugs may result in an expulsion hearing before the MSAD #44 Board of Directors. The student will be suspended from school and all extracurricular activities until the MSAD #44 Board of Directors hearing (not to exceed 10 days). If the student is not expelled and remains in school, he/she will be referred to the Substance Abuse Team and must follow all recommendations. The Board will determine if the student is eligible to participate in co-curricular activities.

### **Tobacco**

Use or possession of tobacco will result in school discipline. In addition, students who use or possess tobacco a second time and who participate in co-curricular activities will be suspended from all activities for the duration of the season. A third offense during the school year will result in a suspension from all co-curricular activities for one (1) year.

### **Banquets and Awards**

Any participant suspended from an activity for the remainder of the season, for any reason, will forfeit the privilege of attending any banquets or other special functions associated with that activity or receiving any awards connected with that activity.

### **Transportation**

All students must use school transportation to and from all meetings and athletic contests. An alternative arrangement of transportation with an adult must be done prior to an extracurricular "away" event and approved by the school administration. Students cannot provide alternative transportation.

### **Athletic Equipment**

Student athletes are responsible for all school equipment issued to them and must pay for damage or loss of school equipment in accordance with school regulations. Athletic equipment/uniforms are to be turned into coach or Athletic Director at the conclusion of the season.

### **NCAA Division I Eligibility Requirements**

To be eligible to compete in NCAA sports during your first year at a Division I school, you must graduate high school and meet **ALL** the following requirements:

- 4 years of English
- 3 years of math (algebra 1 or higher)
- 2 years of natural or physical science (including one year of lab science if offered by your high school)
- 1 extra year of English, math or natural or physical science
- 2 years of social science
- 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy)

- Earn a minimum required grade-point average in your core courses
- Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test scores sliding scale (for example, a 2.400 core-course grade-point average needs an 860 SAT).

### **SCHOOL COMPLEX COMMON AREAS**

Whenever possible, Telstar Middle School and Telstar High School, although separate schools, operate together. However, due to the differences in the ages of the students each school serves, the academic environments of the schools are separated as much as possible. Since TMS and THS do share common areas, the following policies govern the use of those spaces:

- High school students must not use the middle school wing and middle school students must not use the high school wing.
- High school students must use either of the high school stairs.
- High school students must use the appropriate second floor or gender neutral restrooms.
- During high school lunch, students may eat in the cafeteria or out on the patio. All food must be consumed in the cafeteria or patio, unless they have permission to bring it to a meeting or classroom with teacher supervision.
- Some blending of students is encouraged and supported in academic settings, such as student aides, advanced math and other classes and other learning experiences.

### **DANCES**

1. All school rules will be enforced at dances. Any student who engages in fighting, harassment, or other disruptive behavior shall be immediately dealt with accordingly by the administrator or designee on duty. Ticket price will not be refunded if a student is asked to leave the dance.
2. Students are encouraged to not bring backpacks to the dance. If a backpack is brought to the dance, the student must put it in a secure location determined by the chaperones until the end of the dance.
3. Non-students of the host school must have a signed guest pass that was previously approved by school administration. Students may only bring one outside guest.
  - a. Middle/jr. high school students are not allowed at high school dances.
  - b. Adults older than 20 years of age are not allowed as guests at high school dances.
4. Students must remain inside unless accompanied by a chaperone. Doors may only be opened under the supervision of a chaperone to promote air circulation, but students must stay within the building. If there is a problem, all doors will remain permanently closed during the event.
5. Once a student leaves the building, he or she will not be allowed back into the dance.
6. Appropriate physical contact only! Sexually suggestive dancing will not be tolerated. If the behavior looks questionable, it will be stopped. Lewd dancing (grinding) will result in student and/or couple being asked to leave the dance floor for at least a 10 minute break. The student(s) will be asked to leave the event after a second infraction. If inappropriate dancing continues after one warning, the lights will be turned on and/or music changed as a collective warning for everyone.
7. Students need to arrive at the dance within 45 minutes of when the dance begins.
8. All students and guests must leave school grounds within 15 minutes of the end of function unless staying with chaperones to clean up. No loitering in parking lots. Parents/guardians please pick up your student within this time limit.

### **Evacuation/Lockdown DRILLS**

Periodically Telstar will have drills to practice emergency situations. Students are expected to participate in all the drills.

Students responsible for pulling false fire alarms will be suspended for a minimum of ten (10) days and prosecuted to the fullest extent of the law.

### **FOOD AND BEVERAGES**

Water is available and can be consumed during the school day. Food and drink are allowed as part of a classroom activity, Satellite or 7 Peaks, during the lunch period, at snack break, or as documented for a medical situation.

### **FOOD SERVICE**

The MSAD #44 Nutrition Program offers students a variety of food choices. A hot meal with fruit and vegetable choices and a la carte items may be obtained daily. Meals served meet the federal meal pattern requirements of the National School Lunch Program.

Students may also apply for free or reduced lunch by filling out and submitting the appropriate form. The forms are available in the main office. Students will be notified whether they qualify for one of these programs.

Neatness of the cafeteria is everyone's responsibility. All dishes, utensils and serving trays must be returned to the designated area. Nothing should be left on the table. Students are expected to help clean up if asked to do so.

Food must be eaten in the cafeteria during the lunch period unless permission is given otherwise. Students must wash their tables before leaving the cafeteria.

### **HALL PASSES**

Students must receive permission from classroom teachers to leave class for any reason. All students must sign out of class and have a valid pass from a teacher to avoid disciplinary consequences.

### **HEALTH SERVICES**

The School Nurse provides health services and programs that are beneficial to the students' physical and emotional well-being in the school environment. Health screenings may be performed at various times throughout the school year. These may include vision and hearing screening and measurement of height and weight for determination of BMI (Body Mass Index). If you do not want your child to participate in these screenings, please notify the School Nurse's office in writing no later than October 1st. Health counseling and free health pamphlets are available. Students with special health needs should report to the nurse's office. Students not in compliance with Maine law concerning immunizations may be excluded from school until the matter is resolved.

For emergency first aid and illness during school, assistance is available in the nurse's office. When the nurse is not present, students should go to the main office. School policy and Maine law prohibit dispensing medication without proper permission. If it is necessary for a student to take prescription medication at school, a written statement from the doctor is required. If it is necessary for a student to take non-prescription medication at school, a written statement from the parent/guardian(s) that the student is permitted to use them during school hours is required. The

medication must be properly labeled and turned in to the main office upon arrival to school. Medication not labeled or accompanied by written permission cannot be dispensed.

### **PHYSICAL EXAMINATIONS**

In order to establish a comprehensive school health program following the guidelines of the State of Maine and to ensure the ongoing awareness of the health status of the students attending MSAD #44, each student applying to participate in any school sports at Telstar High School must have a physical examination by a certified physician at the time of initial application and every two years thereafter unless injury or illness occurs in the meantime.

### **SCHOOL CLOSING ANNOUNCEMENTS**

In the event of school closings due to hazardous conditions, notification will be broadcast on local radio and television stations:

Television:	Channel 6	NBC	Portland
	Channel 8	ABC	Portland
	Channel 13	CBS	Portland
Radio:	101.9 FM	WPOR	Portland FM
	560 AM	WGAN	Portland AM

### **SCHOOL EMERGENCY/CRISIS MANAGEMENT**

SAD 44 and Telstar High School have been proactive with the development and practice of School Emergency and Crisis Management. Knowing how to respond quickly and efficiently in a crisis is critical to ensuring the safety of our schools and students. We are actively working in partnership with the Oxford County Emergency Management Agency and its director. Our staff have been involved in a variety of educational training activities or procedures, guidelines and organizational structure that enables Telstar and its community partners to effectively mitigate against, prepare for, respond to and recover from emergencies and disasters involving Telstar High School.

Every staff member has a role to execute during a school emergency. Every student has been both educated and has practiced several different school emergency drills such as fire, bomb threat and school lockdown. As a school, we practice these drills regularly, with a variety of community emergency and safety partners. Our School Emergency/Crisis Management Team meets to train and review our school safety and crisis procedures and practices.

If you have questions and/or wish to see our School Emergency Management Plan, please contact the main office and meet with Mr. Eliot, THS Principal.

### **SCHOOL SOCIAL WORKER**

A Maine licensed clinical social worker provides a variety of services for grade 6 to 12 students and staff members. School social workers provide assessment, counseling, resources and referrals, and crisis support. School social workers may participate on IEP teams and provide social work services through Special Education Services as determined by the IEP process.

Referrals for social work services may come from students themselves, concerned parents/guardians, school administrators or staff. School work service may include individual or

group counseling when the aforementioned issues impact a student's optimal functioning at school. School social workers consult with Guidance, the nurse, teachers, school administrators and school staff to ensure coordination of services and to embrace a multidisciplinary approach as appropriate.

The school social worker is available by appointment at times within the school day convenient for students and parents. The school social worker may also be available on an urgent basis during times of stress or crisis during the school day. Calling Maine's 24-hour Crisis Hotline at 1-888-568-1112 is strongly recommended if immediate mental health assistance is required outside the school day.

### **STUDENT RECORDS**

M.S.A.D. #44 shall comply with the Family Educational Rights and Privacy Act (FERPA) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information. To view the entire MSAD #44 Student Record Policy visit our school web page.

### **STUDENT SUBMISSION TO SURVEYS, ANALYSES, OR EVALUATIONS**

Insofar as practicable, the District will notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations. There may be circumstances in which a research request is made or is approved only after the school year has begun. When this occurs, the school unit should notify parents far enough in advance for them to access surveys and related instructional materials and opt their children out, if desired. No student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parent,
- Mental or psychological problems of the student or the student's family,
- Sexual behavior or attitudes,
- Illegal, anti-social, self-incriminating, or demeaning behavior,
- Critical appraisals of other individuals with whom respondents have close family relationships,
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
- Religious practices, affiliations, or beliefs of the student or student's parents, and/or
- Income (other than that required by law) to determine eligibility for participation in a program or for receiving financial assistance under such program without the prior written consent of the student's parent or legal guardian, or of the student, if he/she is 18 years of age or older.

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent or legal guardian. For the purpose of this policy, instructional material does not include academic tests or assessments. A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student. The Superintendent or his or her designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or

distribution. The District will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy.

### **VISITORS**

The Board encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, building principals shall institute administrative procedures concerning visitors to the schools. Such procedures shall be subject to the approval of the Superintendent. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location.

The following general guidelines shall be incorporated in all building-level administrative procedures concerning visitors:

- A. The term “visitor” shall apply to any person on District grounds or in District buildings who is not an employee or student of the District.
- B. All visitors shall report to the main office upon arrival at the building.
- C. All visitors who wish to visit classrooms, observe aspects of the instructional program or meet with staff members, are expected to schedule such visits in advance in order to avoid conflicts and to enable staff to prepare for the visit. If a parent conference is desired, the teacher will make arrangements for an appointment at a mutually-convenient time. Teachers and other staff may not use instructional time to meet with visitors.
- D. Individual Board members shall follow the same procedures as other visitors, and state whether they are visiting schools on personal business or in connection with Board duties.
- E. Visitors shall comply with all applicable Board policies and school rules. Visitors who violate these policies or rules or disrupt the safe and orderly operation of the school shall be asked to leave the premises.
- F. The building administrator or his or her designee has the authority to refuse entry to District grounds or buildings to persons who do not have legitimate, District- related business or who may disrupt the operations of the schools. This may include, but not be limited to, the news media, profit-making businesses, fundraisers and other organizations seeking access to students or staff.
- G. District staff shall report unauthorized, questionable, or unfamiliar persons on District grounds or in District buildings to the building administrator or his or her designee. Unauthorized persons shall be directed to leave the premises immediately.
- H. The building administrator or his or her designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or visitors violating the law on school grounds
- I. Students are not allowed to bring visitors to Telstar unless the visitors are prospective students and the principal has given prior permission.

### **WORK PERMITS**

Students who are fourteen or fifteen year’s old need a work permit to be legally employed in Maine. To apply for a work permit, students need to secure employment and report to the high school's main office at 284 Walkers Mills Road, Bethel. Applicants must bring with them a birth certificate and a parent or legal guardian.

## **NOTICE REGARDING SCHOOL INTEGRATED PEST MANAGEMENT (IMP) POLICIES**

**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 will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, good turf and plant care, and--as a last resort--pesticides. This holistic approach is often called Integrated Pest Management (IPM).

**Pesticide Use**

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk approach available. If higher risk pesticides must be used, notices will be posted at application sites and advance notice will be sent home with students.

**Your Right to Know**

Parents, legal guardians, and school staff will be notified about certain pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before until 48 hours after the application. 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 pest monitoring, 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 (CMR 01-026 Chapter 27) by contacting our IPM coordinator, Arlynn Hale, at 824-2136.

If you have any questions, please contact Arlynn Hale. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm).