



PRESQUE ISLE HIGH SCHOOL

2025-26



PARENT/STUDENT HANDBOOK

PRESQUE ISLE HIGH SCHOOL
16 Griffin Street
Presque Isle, Maine 04769
Telephone: (207) 764-0121



Main Office
David Bartlett, Principal
Allison L. Reed, Assistant Principal

July 2025

Dear Parents and Students,

I am happy to present the 2025-2026 edition of the Presque Isle High School Parent/Student Handbook. Please take some time to familiarize yourself with the handbook and read it carefully. The handbook contains important information and policies for all students including graduation requirements, expectations for appropriate dress, attendance, cell phone use, daily routines, the bell schedule, and clubs and athletics. I encourage you to pay particular attention to parts of the handbook shaded in **gray**. The areas highlighted are designed to signify any changes in wording or policies from the previous year.

Presque Isle High School is governed by policies adopted by the school board. In the event that a district policy contradicts an expectation or procedure in the handbook, the district policy would take precedence.

I would also like to take time to remind you that Presque Isle High School has a graduation requirement that all students must obtain community service hours. Evidence of community service hours obtained must be submitted to the student's homeroom teacher. Additional information can be found on our website, www.sad1.org. In the upper right corner, search for "Student Handbook".

The faculty, staff and administration look forward to a successful academic year. If you have any questions or concerns regarding the parent/student handbook, please contact me at 764-0121.

Sincerely,

David Bartlett

David Bartlett
Principal

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PIHS: *Community, Tradition, Excellence*

Presque Isle High School: A tradition of excellence and community



Core Values:
HONESTY
INTELLECTUAL CURIOSITY
PERSEVERANCE
RESPECT
RESPONSIBILITY

WE ENVISION PRESQUE ISLE HIGH SCHOOL GRADUATES TO BE...

- Effective Communicators
- Engaged in their Community
- Informed Citizens
- Problem Solvers

Our Beliefs:

- * Learning is a self-directed lifelong process.
- * A safe, and supportive environment where individual differences are recognized and respected is essential to learning.
- * Learning requires rigorous experiences, connections among disciplines, and the relevant application of knowledge.
- * Learning is a developmental process in which responsibility and behavior shifts to the student.
- * Effective learners monitor and balance their physical and emotional well-being.
- * A synergistic partnership among students, school, parents, community and state is fundamental to education.

Presque Isle High School Bell Schedule

2025-
2026

Warning Bell 8:12

Homeroom 8:15 – 8:23 (8)

Period 1 8:27 – 9:13 (46)

Period 2 9:17 – 10:03 (46)

Period 3 10:07 - 10:53 (46)

1st Lunch 10:57 – 11:20 (23) Typically Juniors and Seniors

Period 4A 10:57 – 11:43 (46)

Period 4B 11:24 – 12:10 (46)

2nd Lunch 11:47 – 12:10 (23) Typically Freshmen and Sophomores

Period 5 12:14 – 1:00 (46)

Period 6 1:04 – 1:50 (46)

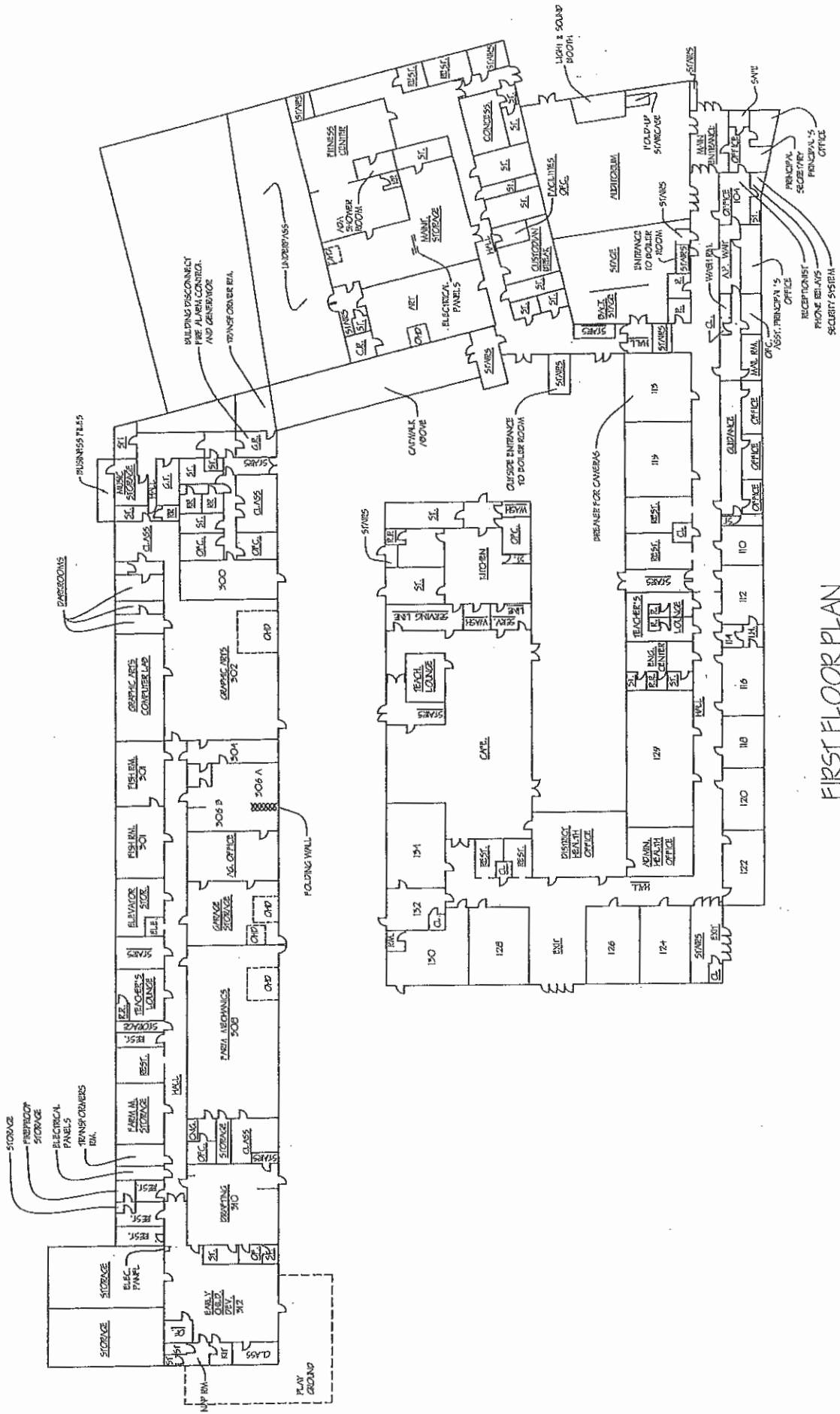
Period 7 1:54 – 2:40 (46)

Presque Isle High School Habits of Work Rubric

Established: January 12, 2017

	Student Rarely... (1)	Student Sometimes... (2)	Student Consistently... (3)	Student Consistently Demonstrates All of "3" and Often... (4)
Prepares for Class	<p>Completes assignments and meets established deadlines</p> <p>Arrives on time and with the materials needed for class</p> <p>Focuses on learning during various class activities</p>	<p>Completes assignments and meets established deadlines</p> <p>Arrives on time and with the materials needed for class</p> <p>Focuses on learning during various class activities</p> <p>Contributes actively and respectfully to discussions and/or collaborative tasks</p> <p>Communicates appropriately with all audiences</p> <p>Listens actively to peers and teachers</p>	<p>Completes assignments and meets established deadlines</p> <p>Arrives on time and with the materials needed for class</p> <p>Focuses on learning during various class activities</p> <p>Contributes actively and respectfully to discussions and/or collaborative tasks</p> <p>Communicates appropriately with all audiences</p> <p>Listens actively to peers and teachers</p>	<p>Demonstrates initiative in starting, organizing, and completing tasks</p> <p>Encourages and builds on others' contributions</p>
Engages in Class	<p>Completes assignments and meets established deadlines</p> <p>Arrives on time and with the materials needed for class</p> <p>Focuses on learning during various class activities</p> <p>Contributes actively and respectfully to discussions and/or collaborative tasks</p> <p>Communicates appropriately with all audiences</p> <p>Listens actively to peers and teachers</p>	<p>Completes assignments and meets established deadlines</p> <p>Arrives on time and with the materials needed for class</p> <p>Focuses on learning during various class activities</p> <p>Contributes actively and respectfully to discussions and/or collaborative tasks</p> <p>Communicates appropriately with all audiences</p> <p>Listens actively to peers and teachers</p>	<p>Completes assignments and meets established deadlines</p> <p>Arrives on time and with the materials needed for class</p> <p>Focuses on learning during various class activities</p> <p>Contributes actively and respectfully to discussions and/or collaborative tasks</p> <p>Communicates appropriately with all audiences</p> <p>Listens actively to peers and teachers</p>	<p>Encourages and builds on others' contributions</p>
Demonstrates Effort and Perseverance	<p>Puts forth strong effort to produce quality work.</p> <p>Perseveres and/or seeks additional resources when facing challenges</p>	<p>Puts forth strong effort to produce quality work.</p> <p>Perseveres and/or seeks additional resources when facing challenges</p>	<p>Puts forth strong effort to produce quality work.</p> <p>Perseveres and/or seeks additional resources when facing challenges</p>	<p>Seeks feedback to improve the quality of his/her work.</p> <p>Extends the parameters of the assignment</p> <p>Seeks challenges and takes risks</p>
Conducts Self Respectfully	<p>Manages his/her behavior in a way that benefits the learning community and aligns with school policy</p>	<p>Manages his/her behavior in a way that benefits the learning community and aligns with school policy</p>	<p>Manages his/her behavior in a way that benefits the learning community and aligns with school policy</p>	<p>Encourages peers to behave ethically and/or treat others with respect</p>

Adapted from the Habits of Work Scale from Mt. Ararat High School, ME



FIRST FLOOR PLAN
N.T.S.



MSAD #1 2025/26 School Calendar Grades 9-12

Superintendent's Office 764-4101
 Presque Isle High School 764-0121
 Presque Isle Middle School 764-4474
 Mapleton Elementary School 764-1589
 Pine Street Elementary School 764-8104
 Zippel Elementary School 764-8106
Bus Garage 768-3080

Aug. 11 & 12 Inservice for Teachers
 Aug. 13 CTE/New Student Day, 9-12
 Aug. 14 1st Student Day, 9-12
 Sep. 1 Labor Day
 Sep. 19 CACE Inservice Day (No School)-**PD**
 Sep. 22 - Oct. 10 Harvest Recess
 Oct. 13 Indigenous Peoples' Day
 Nov. 11 Veterans Day
 Nov. 24 & 25 Early Release (11:30) P/T Confs.
 Nov. 26-28 Thanksgiving Break
 Dec. 23 Early Release (11:30)
 Dec. 24-Jan. 2 Holiday Break
 Jan. 16 Inservice (No School) -**PD**
 Jan. 19 Martin Luther King, Jr. Day
 Feb. 4 Early Release (11:30) -**PD**
 Feb. 16 Presidents' Day
 Feb. 17-20 Winter Vacation
 Mar. 18 & 19 Early Release (11:30) P/T Confs.
 Mar. 20 Inservice (No School)-**PD**
 Apr. 8 Early Release (11:30) -**PD**
 Apr. 20 Patriots' Day
 Apr. 21-24 Spring Vacation
 May 13 Early Release (11:30) -**PD**
 May 25 Memorial Day
 Jun. 15 Last Day (Tent) ER (11:30) 9-12
 (Storm days will be added to the end of the calendar.)
 Jun. 16 Inservice for Teachers - **PD**
 Jun. 19 Juneteenth Holiday

Quarter End Dates	
Nov. 7	45
Jan. 23	41
Apr. 3	44
Jun. 15	45
Total	175

July 2025							August 2025							September 2025							October 2025																		
Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr										
	1	2	3	4					1	1	2	3	4	5					1	1	2	3	4	5					1	1	2	3	4	5					1
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						6	7	8	9	10	11	12	13	14	15
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			1	2	3	4	5						6	7	8	9	10	11	12	13	14	15
21	22	23	24	25	26	27	28	29	30	31										1	2	3	4	5						6	7	8	9	10	11	12	13	14	15
28	29	30	31																	1	2	3	4	5						6	7	8	9	10	11	12	13	14	15
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To: PIHS Students, Faculty and Staff

From: David Bartlett

Date: August, 2025

**Re: Early Release Schedules for November 24, 25, December 23, February 4, March 18, 19, April 8, and May 13
Winter Carnival Schedule TBD**

In order to minimize missed learning time during early release days we will adhere to the following schedules. Buses will arrive at 11:30 on each of these days (except winter carnival days).

Schedule for November 24, December 23, February 4, March 19, and May 13:

Warning Bell	8:12
Homeroom	8:15 - 8:20
Period 1	8:24 - 9:03 (39 minutes)
Period 2	9:07 - 9:46 (39 minutes)
Period 3	9:50 - 10:28 (38 minutes)
Period 4	10:32 - 11:10 (38 minutes)
Common Lunch	11:10 - 11:30

Schedule for November 25, March 18, and April 8:

Warning Bell	8:12
Homeroom	8:15 - 8:20
Period 4	8:24 - 9:03 (39 minutes)
Period 5	9:07 - 9:46 (39 minutes)
Period 6	9:50 - 10:28 (38 minutes)
Period 7	10:32 - 11:10 (38 minutes)
Common Lunch	11:10 - 11:30



INTERSCHOLASTIC AND CO-CURRICULAR COACHES AND ADVISORS

Baseball – JV	Lance Albair	Jazz Band/Band Director	Pat Bragdon
Baseball – Varsity	Derrick Kinney	Jazz Choir/High School Chorus	Brian Mosher
Baseball – Varsity Asst.	Mike Boone	Math Team	Jennifer LaPointe
Basketball – Boys JV	Mike Boone	National Honor Society	Julie Gardner
Basketball – Boys JV II	TBD	Open Gym (Pre-Season)	Marcie Young
Basketball – Boys Varsity	Dillon Kingsbury	Outdoor Club	Joe Greaves
Basketball – Boys Varsity Asst.	Jonah Hudson	Skiing (Alpine)- Varsity	Kyle Taylor
Basketball – Girls JV	Tyler St. Pierre	Skiing (Alpine) – Varsity Asst.	Alex Graves
Basketball – Girls Varsity	Krystal Flewelling		
Basketball – Girls Varsity Asst.	Emma Boone		
Cheering – Varsity (Fall)	Jolene Kinney	Skills USA (PIRCTC)	Spencer Bragan
Cheering – JV (Winter)	TBD	Soccer – Boys JV	Lance Albair
Cheering – Varsity (Winter)	Jolene Kinney	Soccer – Boys Varsity	Jonah Hudson
Chess Team	Danny Warren	Soccer – Boys Varsity Asst.	Jeff Hudson
Civil Rights	Whitney Pinette	Soccer – Girls JV	Emma Boone
Class Advisor – Freshman	Erin Argraves/Liam Daniels	Soccer – Girls Varsity	Dillon Kingsbury
Class Advisor – Sophomore	Beth Boone	Soccer – Girls Varsity Asst.	Krystal Kingsbury
Class Advisor – Junior	Wes Lavigne	Softball – JV	Dan Warren
Class Advisor – Senior	Lance Albair	Softball – Varsity	Jonah Hudson
Cross Country Running – Boys	Dylan Marrero	Softball – Varsity Asst.	Brian Cronin
Cross Country Running – Girls	Mandy Draper	Student Council	Zack Powers & Ellyn Whitten-Smith
Debate/Speech	TBD	Tennis – Boys	Brian Massey
Odyssey of the Mind (DI)	Julie Stephenson	Tennis – Girls	TBD
D & D Club	TBD	Track & Field (Varsity)	Randall Himes
Drama, Competition – Director	Zack Powers	Track & Field (Varsity) – Asst.	TBD
Drama, Competition – Asst. Dir.	Jacob Graham	Track & Field (Varsity) – Asst.	Chris Smith
Drama, Competition – Sets	Zack Powers	Track & Field (Varsity)- Asst.	Mandy Draper
Drama, Musical – Director	Julie Stephenson	Track- Indoor (Varsity)	Randall Himes
Drama, Musical – Asst. Dir.	TBD	Track- Indoor (Varsity)- Asst.	Chris Smith
Drama, Musical – Production Asst.	Sarah Diette	Varsity Club	Leilani Mortland
Drama, Musical – Sets	TBD	Volleyball – Boys	Ron McAtee
FBLA (PIRCTC)	Kim Hemphill	Volleyball – Girls	Spencer Bragan
FFA (PIRCTC)	Vicki McCurry	Youth In Government	Lance Albair
FFA (PIRCTC)	Shelly Gross		
Golf	Matt Madore		
Golf Asst.	Jon Humphrey		
Ice Hockey - Varsity	Darren Carlisle		

STAFF ROSTER 2025-26

PIHS FACULTY: 764-0121

Albair, Lance Social Studies
 Argraves, Erin *Science
 Bernard, Erika Science
 Boone, Beth Math
 Brabant, John Music
 Bragdon, Pat Instrumental Music
 Brown, Julie JMG
 Carney, Michelle Special Education
 Conroy, Heidi Librarian
 Daniels, Liam Science
 Donohue, Mason Math
 Duplessis, Casey Social Studies
 Gamblin, Nicole Special Education
 Gardner, Julie Math
 Gregg, Andrea Special Education
 Hall, Joel Social Studies
 Hudson, Jeff *Math
 Jeffers, Tasha Special Education
 Lavigne, Wes Guidance Counselor
 Madore, Stephanie English
 Malenfant, Kevin Health
 Marrero, Dylan Physical Education
 Marquis, Hogan Pathways
 McGlinn, Jenna Guidance Counselor
 Mortland, Leilani *Spanish
 Mosher, Brian Vocal Music
 Pinette, Whitney Social Worker
 Power, Chris Science
 Powers, Julie English
 Powers, Zack *Social Studies
 Roope, Laura Pathways
 Sargent, Janelle Health
 Tompkins, Michaela English
 Warren, Dan Social Studies/Student Support
 Waugh, Michael English
 Wheaton, David Physical Education
 Whitten-Smith, Ellyn Art
 Young, Marcie *English
 *Department Chair

*Bragan, Spencer
 Donahue, Sara
 Espling, Darrell
 Fullen, Heather
 Greaves, Joe
 Gross, Shelly
 Harper, Terrance
 Hoffses, John
 Jandreau, Taunja
 Kingsbury, Kristi
 Lavigne, Wes
 McCurry, Vicki
 Nunez, Kristen
 *Department Chairs

Building Trades
 Early Childhood Director
 Farm Mechanics
 Cosmetology
 Director
 Head Teacher, Agri-science
 Drafting
 School Farm – Farm Manager
 Admin. Asst- PITC
 Orchard Supervisor
 Guidance Counselor
 Agri-science
 Business Education

INFORMATION SYSTEMS: 764-8103

Churchill, Alex Tech Support
 McNeal, Angel District IT Director
 Gagnon, Troy Tech Support
 Kane, Amy Tech Support
 Nason, Ben Tech Support
 Saucier, Carl Tech Support

HEALTH SERVICES: 764-8105

Clark, Deidre School Nurse
 McKenna, Lisa, RN Health Services Director
 McPherson, Jenny School Nurse
 Miller, Shelby, RN School Nurse
 Tompkins, Jennifer RN School Nurse

CUSTODIANS:

Burnett, Bonnie
 Estey, Jim
 Field, Wendell
 Gagnon, Robert District OMT Manager
 Graham, Tim
 Hafford, Samuel
 Lilly, Kirk
 Pelkey, Josh
 Pelletier, Noah

PIHS ADMINISTRATIVE STAFF: 764-0121

Bartlett, David Principal
 Bonner, Theresa Guidance Director 764-7721
 Reed, Allison Asst. Principal
 White, Mark Athletics Director 764-6507

FOOD SERVICES: 764-0792

Baker, Laura Food Services Director
 Brown, Marilyn Food Services Manager
 Cyr, Tina
 Demerchant, Lisa
 Gardner, Kari
 Henderson, Rachel
 Kinney, Patty Admin. Secretary
 Lessard, Vicki
 McCleary, Gloria

PIHS SUPPORT STAFF:

Ackerson, Debbie Asst. to the Athletics Director
 Maynard, Danielle Admin. Secretary/Principal
 Gardiner, Megan Admin. Secretary/Guidance
 Winiarski, Karen Admin. Secretary/Main Office

PIHS EDUCATIONAL TECHNICIANS:

Carlow, Jen Second Chances
 Chase, Heather Second Chances
 Cloukey, Angela Special Education
 Cyr, Olivia Special Education
 Dumais, Stephanie Special Education
 Graves, Alex Special Education
 Legassie, Dara Special Education
 McKay, Carol Special Education

PITC: 764-1356



GENERAL INFORMATION

Presque Isle High School

16 Griffin Street
Presque Isle, ME 04769
(207) 764-0121
FAX: (207) 764-7720
www.sad1.org

Principal
David D. Bartlett

Assistant Principal
Allison L. Reed

Guidance Director
Theresa Bonner

Athletics Director
Mark White

District Operations Manager
Robert Gagnon

District Profile

Presque Isle High School is located in the city of Presque Isle. It is the sole high school in Maine School Administrative District #1 which serves five communities—Castle Hill, Chapman, Mapleton, Presque Isle, and Westfield—and is governed by a seventeen-member Board of Directors. The District has a population of approximately 1900 students with three pre-K programs, one pre-K-2 elementary school, one 3-5 elementary school, one pre-K-5 elementary school, one 6-8 middle school, one regional career & technical center, and one 9-12 high school.

A comprehensive high school, P.I.H.S. has a current student population of approximately 450 students. The professional teaching staff includes 42 full and part-time teachers supported by 40 support staff members. Its administration includes a principal, assistant principal, athletics director, guidance director, and facilities manager.

Confidentiality of School Records

It shall be the policy of the school unit to provide for the confidentiality of all student education records that are maintained by the school unit, as required by both Maine Law and the Federal Family Educational Rights and Privacy Act (FERPA).

The school unit shall provide annual notification to the parents of students currently in attendance and to eligible students (18 years or older) of their adult rights in relation to the student education records being maintained by the school unit.

The policy and regulations clearly specify the rights of parents to receive their child's records. A copy of the policy and regulations are available for review in the office of the school principal.

In case of student transfer, all education records must be sent to a school administrative unit to which a student applies for transfer. Prior consent of the parent or guardian is not required.

Parents who believe that M.S.A.D. #1 has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office

Insurance

At the start of each school year, students and parents are given the necessary information to purchase health insurance for students. The “school time only” plan provides coverage during the school day up to the last day of school in the school year that the plan was purchased. The “twenty-four hour” plan provides around-the-clock coverage for 365 days from the date that the plan was purchased. It is critical that parents read the plans carefully prior to purchasing a plan. Should the information provided in this handbook conflict with the information in the insurance information packet, the information packet will be considered the correct information. **Students enrolled in a course through PITC or CTC are required to show proof of insurance at the beginning of the school year.**

Internet/Media

Under Maine law, M.S.A.D. #1 shall not publish on the Internet any information that identifies a student without written parental consent.

Notice of Nondiscrimination

Discrimination against and harassment of school employees and students because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, disability, or genetic information are prohibited. M.S.A.D. #1 complies with Title VI of the Civil Rights of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504, and ADA may be made to:

Chuck Michaud
Affirmative Action Coordinator
PO Box 1118
Presque Isle, ME 04769
(207) 764-4101

Release of Student Information

Maine law prohibits public schools from publishing/providing on the Internet any personal information about students without first obtaining the written approval of the parents. Personal information is defined as information that identifies a student including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents' names. This law does not apply to newspapers, newsletter, and the like.

The federal “No Child Left Behind Act” requires schools to release student names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request. Before releasing such information, schools must first notify parents of their right to request that no information be released without their prior written consent. A form for this purpose is available in the Guidance Office.

Surveillance

Students, employees, and visitors should be aware that PIHS utilizes video cameras in public areas to assist in maintaining safety and security within the school and in the area immediately surrounding the school.

ACADEMIC PROGRAM INFORMATION

Academic Awards

Each spring, PIHS honors its academically high-achieving students at the Academic Awards Banquet. To be invited to the banquet, a student must have:

- achieved honor roll status for the first, second, and third grading quarters
- earned a 90 cumulative average for each of the first three quarters of the current school year

Students with a 95 or higher cumulative average for each of the first three quarters will also be recognized as Presidential Award winners.

In order to receive an Academic Award, the honoree must be in attendance at the awards ceremony unless s/he is excused by the principal prior to the awards ceremony.

Academic Letter

An academic letter, lamp of learning, honor bar and/or academic ring will be awarded at the annual Academic Awards Banquet in the spring if a student has met the following criteria:

- Completed a minimum of two full semesters at Presque Isle High School
- Accumulated no less than nine credits
- Earned a minimum of 26 points using the following points system:
 - High Honor Roll plus GPA > 95 4 points
 - High Honor Roll plus GPA > 93 3 points
 - High Honor Roll plus GPA < 93 2 points
 - Honor Roll plus GPA > 93 2 points
 - Honor Roll plus GPA < 93 1 point
- Total points are cumulative; additional points for the GPA are based on each quarter.

26 – 37 points	=	Letter
38 – 45 points	=	Lamp of Learning
46 – 57 points	=	Honor Bar
58 + points	=	Honor Ring

Academic Recovery

Academic Recovery is an after school program that provides time and support to students who have fallen behind a teacher's pace of instruction, need to take assessments due to absences, or to take assessments again due to a low score. Academic Recovery is held from 2:50 to 4:00 at PIHS and staffed by teachers and/or support staff. Students are assigned to Academic Recovery by teachers, parents, or administration. Bus transportation is provided if requested by the student. Students are asked to notify the office by 12:00 on the day they are assigned to Academic Recovery if they are in need of transportation.

Honors/AP Award (Class of 2025, 2026, 2027, and 2028)

The Honors/AP Award recognizes seniors who have made the academic commitment of enrolling in and successfully completing at least 12 of the 14 most academically challenging courses offered at PIHS.

Available Honors/AP Courses

Honors English 1, 2
Honors Geometry
AP Physics
Honors Algebra II
Honors Pre-Calculus
AP Biology
AP Calculus
All AP for ME Course

AP Chemistry
AP Eng. Lang. & Comp
AP US History
AP Literature
AP Psychology
AP European History
Statistics

Add/Drop Period

A student may add/drop a class without penalty during two time periods in the school year:

- within the first ten (10) school days of first semester
- within the first five (5) school days of second semester

Any class that is dropped after the add/drop period concludes requires parental and administrative permission, as well as teacher notification and input and will be recorded as a '55' or the earned grade, whichever is lower. In most cases, the administration will not approve dropping a class within 10 days of the end of the semester.

Child Custody

Parents in nontraditional families must provide the Guidance Office and the Main Office with the names and addresses of all parents, step-parents, and legal guardians who have legal access to students, student records, and student information. Parent assistance in providing the school with this information will help ensure that all parents of students will be kept informed of school events and student progress. If a parent has been denied access to the student or the student records, court documents must be provided to the school and kept on file.

If parents are going to be out of town for any length of time, they must notify the school in writing that there is a temporary guardian in place during the parents' absence.

Commencement Ceremony

A senior must complete all requirements for a PIHS diploma in order to participate in the PIHS Class Day and Commencement ceremonies.

The PIHS Class Day and Commencement ceremonies are formal events, which require participating graduates to adhere to a clearly defined dress code. Graduates receive details regarding this and other commencement protocol prior to the end of their senior year.

Community Service

All students must complete 40 hours of community service over the course of their high school career in order to graduate from Presque Isle High School.

Presque Isle High School considers community service to be an unpaid activity within the school or in the community that provides service to an individual or group to address a school or community need.

The community service requirement will be prorated at the rate of five hours per semester for a student who enters Presque Isle High School after the beginning of his/her ninth grade year.

Community Service hours will be turned in to a student's homeroom teacher on a form provided by the teacher. Additional information regarding community service can be located on our website at www.sad1.org.

Click on “Presque Isle High School”, then “Guidance Department”, and finally, click on “Community Service Requirement”

Contacting Teachers

In addition to the annual open house and parent/teacher conferences, parents may contact the faculty via telephone (764-0121) and leave a voicemail message. Most teachers check their voice mailbox on a daily basis. The faculty and staff also have email accounts at PIHS. The faculty and staff email addresses may be accessed via the District website (www.sad1.org).

Course Load Requirements

Presque Isle High School students are required to attend school from 8:15AM - 2:40PM. All students are required to take a minimum of six full time subjects.

Credit Requirements

The graduation requirements for Presque Isle High School include 22.0 credits. Specific requirements include:

✓ English	4 Credits
✓ Mathematics	3 Credits
✓ Physical Education	1 Credits
✓ Science	3 Credits
✓ Social Studies	3 Credits
✓ Fine Arts	1 Credit
✓ Health	1 Credit
✓ 40 Hours of Community Service	0 Credit

Detailed information regarding credit and graduation requirements is available in the *Presque Isle High School Program of Studies* which can be accessed on the MSAD#1 website (www.pihs.sad1.org).

There are many course requirement restrictions. It is vital that students consult with their guidance counselors carefully as they work toward meeting these requirements.

Exemption from Required Instruction

The curriculum of MSAD#1 is designed to include statutory requirements and other areas of study deemed appropriate by the professional staff and the Board. The curriculum includes topics and materials that are age and ability appropriate to the students.

The Board acknowledges that from time to time individual students may be exposed to some ideas and materials with which they or their parent(s)/legal guardian disagree, but such disagreement alone is not a sufficient basis to exempt a student from the prescribed curriculum. Exemptions from the required curriculum should be minimized because they can detract from the overall instruction provided to the class as a whole and the educational objectives sought to be achieved by the curriculum.

The Board recognizes, however, that there could be topics in the curriculum which may be objectionable to individual students and/or parent(s)/legal guardian based on their particular, sincerely held religious, moral or philosophical beliefs. Exemption from instruction which infringes on such beliefs may be requested by the parent(s)/legal guardian.

Requests for exemption from instruction must be made in writing to the building Principal and are subject to the approval of the Principal. The Principal shall notify the Superintendent as soon as practicable of any

request for exemption from instruction and of his/her decision. If the Principal denies an exemption request, the parent(s)/legal guardian may appeal to the Superintendent, whose decision shall be final.

In considering requests for exemptions, factors that the Principal should consider may include:

- A. Whether the course of instruction is required by state law or school policy;
- B. Whether an exemption will adversely affect the instruction provided to other students;
- C. The educational importance of the material or instruction from which exemption is requested;
- D. Evidence regarding the sincerity of the belief on which the request is based;
- E. Whether the school has a legal obligation to accommodate the exemption request; and
- F. Other factors that bear upon the particular request.

When a student is exempted from a portion of the regular curriculum, the staff will make reasonable efforts, within the scope of existing resources, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school or through approved independent study. Any alternative instruction shall be approved in advance by the Principal in consultation with the classroom teacher, and shall meet the standards and objectives of the part of the curriculum that is being replaced.

Grading System/Grade Reports

Grade reports are no longer issued directly to students. Instead of receiving a physical copy, report cards will now be available electronically through your Parent PowerSchool Account.

Here's how you can access your child's report card:

Log in to your Parent PowerSchool Account:

- Via a web browser at sad1.powerschool.com/public
- Enter your username and password.
- If you **do not** have a Parent PowerSchool Account please email MSAD #1 Technology Department at help@sad1.org and they will get your account created.

Navigate to "**Student Reports**":

- Once logged in, you will find a tab labeled "**Student Reports**" on the left-hand menu. Click on it to access your child's report card.

Review Your Child's Progress:

- The report card will be displayed on the screen, allowing you to review your child's academic performance as well as your student's Habits of Work

We understand that this transition may require some adjustment. If you require technology assistance, please don't hesitate to contact the MSAD #1 Technology Department at help@sad1.org. The Technology Department will be more than happy to assist you in this process, all other questions can be directed to our Guidance Department at 207-764-7721.

The system of grading at PIHS is as follows:

- | | | | |
|------------|---|----------------|------|
| • 90 – 100 | A | • 65 – 69 | D |
| • 80 – 89 | B | • 64 and below | Fail |
| • 70 – 79 | C | | |

Home Schooling

Parents of students who are home schooled or who are considering homeschooling either full or part time should become familiar with the District's policy regarding homeschooling and a homeschooled student's participation in school programs. These policies are available in the superintendent's office.

Home-schooled students who transfer into Presque Isle High School with the intention of earning a PIHS diploma must attend no less than four (4) complete semesters at Presque Isle High School, two (2) of which must include grade 12.

Certainly, no student who resides in M.S.A.D. #1 and who is transferring to Presque Isle High School from a home-schooled environment will be denied enrollment at any time. To be eligible for a PIHS diploma, however, the student would be required to meet this enrollment requirement. *See File: IHBGA and IHBG*

Honor Roll

Honor roll will be computed at the end of each quarter. Requirements for achieving honor roll status are as follows:

- the student must achieve a grading quarter average of at least 85 with no grade lower than 75;
 - for high honors, the student must achieve a quarter average of at least 90 with no grade lower than 85;
 - Neither Driver Education nor School Service is included in honor roll calculations.
-

Incompletes

Incomplete grades are identified by an INC on a report card. Incompletes must be made up within two weeks after the close of grading quarters one, two and three. If a student's fourth quarter grade report shows an incomplete, all make-up work must be completed before school resumes in August. Incomplete work at the end of the make up period will be recorded as a '0' and averaged accordingly.

Habits of Work (HOW)

Students will be assessed in each course based on their Habits of Work. Habits of Work contain information to students and parents relative to behaviors exhibited in class. The Habits of Work at PIHS include:

- Preparation for class
- Engagement in the class
- Demonstration of effort and perseverance
- Exhibiting respectful behavior

Habits of Work will be included each quarter on the student's report card and will play a role in determining eligibility for extracurricular activities. *See Interscholastic Eligibility on p. 16.*

iPads

Presque Isle High School provides all students with Apple iPad devices for use at school and at home. The 1:1 iPad Program, which provides mobile computing and wireless technology to Presque Isle High School Students, has been designed to enhance the delivery and individualization of instruction.

We strongly encourage all students and their parents to complete the iPad Insurance Agreement form and pay the \$25 dollar insurance fee.

The purchase of insurance comes with a \$100 dollar deductible should the student be held responsible for any damages. If a student chooses not to purchase insurance, and the iPad is damaged, the student will be held responsible for the replacement cost of the iPad.

Any student that needs assistance with the iPad insurance fee should contact the principal.

Additional information regarding iPad policies can be located on the district website at www.sad1.org. Click on "Presque Isle High School", then "Important Information", and finally, click on "PIHS iPad Policies"

Leadership Conferences

From time to time throughout the school year, the Main Office receives nomination forms for national level leadership conferences in areas such as government, science, and mathematics. These conferences are rarely if ever cost-free; however, if a student is interested in such a program, s/he should make that interest known to the principal who will gladly nominate the student for the conference of interest.

Make-Up Work

It is the responsibility of the student to make up school work as a result of an absence from school. All class assignments and assessments missed because of absences must be made up as soon as possible upon the student's return to school. It is important to note that teachers have their own policies regarding making up homework, quizzes, in-class work, tests and exams. It is the student's responsibility to work within the parameters of these policies. Teachers will enter zeros in their grade books for all incomplete work if arrangements are not made for its completion.

When a student is absent from school for three or more consecutive days, his/her parent may request homework assignments from teachers through the Guidance Department. The requested work will be collected and available in the Guidance Department within a reasonable period of time.

Students who are granted a pre-approved absence for a personal or educational purpose may receive homework and projects in advance. In such cases, students are expected to turn in the completed work to the teachers immediately upon their return unless other arrangements are made with the teacher.

Mid-year/Final Exams

Mid-year and Final Exams will be administered to all students in January and June. Students will be notified at the beginning of the semester regarding how the midterm or final exam will be weighed in the semester average (10, 15 or 20%). No mid-year or final exam of any kind will be given to a student prior to the regularly scheduled time without permission from the principal.

Northwest Evaluation Association (NWEA)

The NWEA/MAP (Measures of Academic Progress) are state-aligned computerized adaptive assessments that provide accurate, useful information about student achievement and growth. At PIHS, all first-year and second year students take the NWEA/MAP twice during the school year. Students will be assessed in reading and mathematics.

Parental Review of Educational Materials

A student's parent/guardian may inspect upon request any instructional or library materials used as part of the curriculum. Such requests shall be made to the appropriate teacher or to the library/media specialist. If a parent/guardian wishes to restrict his/her child's access to particular instructional materials, the procedure in District policy *IMBB* shall be followed. More information regarding the selection of educational materials may be obtained from District policy *IJJ*.

Parent/Teacher Conferences

PIHS offers parent/teacher conferences in November and March. In addition, the school hosts an Open House in the fall. Invitations are emailed home for both events; parents and students are urged to attend.

Preliminary Scholastic Aptitude Test (PSAT)

The National Merit/Preliminary Scholastic Aptitude Test (NMSQT/PSAT), given in October, is administered at PIHS for interested second and third year students. The results will be used for counseling purposes since the scores from the NMSQT/PSAT can be used to predict College Board (SAT) scores.

Requests for Teachers and/or Courses

Although the Guidance Department will make every effort to honor course and/or teacher requests, there is no guarantee that such requests will be granted. Students may not drop a course to select the same course with a different teacher.

Transferring/Withdrawing from PIHS

If a student transfers or withdraws from PIHS prior to his/her graduation, a transfer/withdrawal form must be completed. This form is available in the Guidance Office and must be signed by the student's teachers, librarian, school bookkeeper and other relevant school personnel to indicate that all school-issued materials have been returned.

ATTENDANCE

It is critical for PIHS students to attend school daily. Success in school hinges on excellent attendance. Understandably, the occasional circumstance may arise when a student must miss school. It is important to understand, however, that even when these absences are for legitimate reasons, the student's education is compromised.

Under Maine State Law, students are required to attend school until age seventeen unless conditions specifically listed under the law are met. An absence of ½ day or more is a violation. Under the law, the only excusable absences from school are:

- Personal illness
- An appointment with a health professional *that must be made during the regular school day*
- Observance of a recognized religious holiday when the observance is required during the regular school day
- A family emergency
- A planned absence for a personal or educational purpose that has been pre-approved by the principal*

Students are reminded that work, hair appointments, tanning appointments, and the like are not legitimate reasons for missing school. School officials will request validation of a school absence with documentation from health care providers.

*Students who are granted a pre-approved absence for a personal or educational purpose may receive homework and projects in advance. In such cases, students are expected to turn in the completed work to the teachers immediately upon their return unless other arrangements are made with the teacher.

Fifth-year students may attend PIHS only with permission from the Superintendent of Schools. Secondary students 20 years of age or more will be admitted to the school unit only with Board approval.

Bell Schedule

PIHS follows the same seven periods per day schedule Monday through Friday.

Warning Bell	8:12	
Homeroom	8:15 – 8:23 (8)	
Period 1	8:27 – 9:13 (46)	
Period 2	9:17 – 10:03 (46)	
Period 3	10:07 - 10:53 (46)	
1 st Lunch	10:57 – 11:20 (23)	Typically Juniors and Seniors
Period 4A	10:57 – 11:43 (46)	
Period 4B	11:24 – 12:10 (46)	
2 nd Lunch	11:47 – 12:10 (23)	Typically Freshmen and Sophomores
Period 5	12:14 – 1:00 (46)	
Period 6	1:04 – 1:50 (46)	
Period 7	1:54 – 2:40 (46)	

Caribou Technology Center (CTC)

PIHS students who attend CTC will follow the receiving school's schedule for the portion of the school day that they are enrolled there. PIHS students attending CTC are strongly urged to work closely with the PIHS assistant principal to ensure that they do not miss CTC classes. Furthermore, PIHS students attending CTC must go to and from CTC on the PIHS bus.

Closed Campus

PIHS is a closed campus from 8:15AM - 2:40PM with the exception of students in grades 11 and 12. These students may leave campus during their respective lunch periods.

Leaving School

- If a student must leave school during the day, **he/she must come to the Main Office for a dismissal pass or be excused through the health office which in turn will notify the main office.** Failure to do so will result in an unexcused absence and consequences will follow.
 - Students are not permitted to leave campus during the four minutes between periods.
 - Grade 9 and 10 students may not leave campus during their lunch break.
 - Students who become ill during the day and want to go home must report directly to the Health Office. Failure to do so will result in an unexcused absence and consequences will follow.
-

Notifying the Office

When a student must be absent from school, parents/guardians are required to call the school (764-0121) or offer notification in the form of a written note providing information regarding the student's absence.

Skiping Classes

Attendance in all classes is mandatory. Unexcused absences will result in detention or suspension.

Tardiness

Students who are late at the beginning of the school day and/or the period following lunch must report to the office for an appropriate pass. If the tardiness is unexcused, time may be made up with the receiving teacher. Tardies in excess of three per quarter at the beginning of the day or the period following lunch will result in automatic noon detentions.

Student tardiness to all other periods will be handled by the receiving teacher. Three unexcused tardies to class will count as one absence and will affect the student's attendance record. The teacher may take other preventive action when necessary. Habitual tardiness to class is cause for being dropped from the course for the remainder of the school year.

All students who arrive at school after 8:15AM must report to the office for a late slip. Students who are unexcused and arrive at school after the first period will be assigned a Friday detention.

CODE OF CONDUCT

The MSAD #1 Board of Directors believes that personal and collective achievement across the learning community is enhanced by observing and working toward five core elements of the Code of Conduct: Honesty, Respect, Responsibility, Compassion and Ambition. These expectations apply to all members of the MSAD #1 community and extend to all school activities.

Honesty - Be a trustworthy student, citizen, and friend

- Tell the truth.
- Do your own work on assignments and tests.
- Request and receive permission before using or borrowing others' things.

Respect - Recognize the rights of others and practice appropriate ethical and civil behavior at all times.

- Use kind, considerate, polite and safe language and gestures.
- Honor others' physical space. Keep hands, feet, and objects to self.
- Take care of and show appreciation for the property of the school and others.
- Be a courteous, supportive citizen.
- Contribute to an environment where all individuals feel safe and valued.

Responsibility - Know what is expected, do what is right, and be accountable for your actions.

- Inform an adult right away about possible damage to property or harm to others.
- Obey District rules.
- Dress for success. Follow the MSAD #1 dress guidelines.
- Be a law-abiding citizen.
- Be a positive role model for others.

Compassion - Be thoughtful, kind, and considerate.

- Be mindful of others' feelings.
- Support others by demonstrating tolerance of differences in beliefs, opinions, appearance, and skill levels.
- Seek and offer assistance when needed.
- Manage conflicts or disagreements respectfully.

Ambition - Be diligent in meeting your personal and academic goals.

- Complete assigned tasks to the best of your ability.

- Attend school regularly. Arrive on time.
- Give your best effort to reach your highest potential.
- Challenge yourself.
- Be a difference maker in the greater school community.

The following is designed to accommodate existing learning and developmental differences of students associated with any violation of the Conduct Code. Behavior related to a child's disability will be managed consistent with applicable laws and regulations.

Level I Consequence	Disciplinary action administered by the classroom teacher.
Level II Consequence	Disciplinary action administered by the Principal (or designee)
Level III Consequence	Disciplinary action administered by the Superintendent or Board of Directors

Adherence to the MSAD #1 Code of Conduct is expected. Failure by students to behave as required will result in consequences for unacceptable action(s)

FILE: JFC

Adopted: February 8, 2017, MSAD #1 Board of Directors, Presque Isle, ME

INTERSCHOLASTIC/CO-CURRICULAR ACTIVITIES

Interscholastic Activities

Eligibility

Membership in all interscholastic and co-curricular activities is subject to a student meeting the following criteria:

- A student must pass five full-time subjects (or their equivalent) during the last completed grading quarter – this does not include school service. For Seniors, these 5 subjects must include any courses required for graduation.
- At the midpoint of the ranking quarter, the athletics director will check students' grades for eligibility purposes. If a student's grade falls below passing he/she can remain eligible by having a Habits of Work (HOW) score of 3.0 or higher. The student must also agree to attend applicable school provided interventions, which may include meetings with teachers, attending Academic Recovery, and attending Structured Study Hall.
- At the midpoint of the quarter, if a student were found to be ineligible by passing fewer than 5 classes and having a HOW score below 3 in the classes he/she is failing, he/she would be placed on Academic Probation.
- The ineligible student will be given two weeks to demonstrate progress and satisfy the eligibility criteria described above. The student will be allowed to practice with the team but will not be allowed to participate in games, scrimmages, or performances of any kind. If the student satisfies the eligibility criteria during the probationary period, he/she will be reinstated for full participation at the end of the two-week period.
- Midpoint quarter grade checks will take place on the following dates:
 - Sept. 5, Nov. 15, Dec. 11, Jan. 30, Mar. 6, Apr. 10, and May 8
- Habits of Work scores are not taken into consideration for eligibility purposes at the end of a ranking quarter. A student must be passing 5 classes at the completion of a ranking quarter in order to remain eligible.

- If, after the two-week probationary period, the student has not met the eligibility criteria, he/she would then be removed from the team for the remainder of the season.
- A student is eligible for eight consecutive semesters from the time s/he enters grade nine
- A student who has reached his/her 20th birthday is ineligible
- Eligibility goes into effect the day grade cards are issued

Interscholastic Athletics

Interscholastic athletics shall be conducted on the middle school and high school level in sports that are approved for interschool competition by the Board. The procedures and regulations of the Maine Principals' Association, which oversees league sports among Maine schools, shall be followed. The district shall also comply with the guidelines of the Aroostook League.

Fall Sports: Cross Country Running
Cheerleading
Golf
Soccer

Winter Sports: Basketball
Cheerleading
Ice Hockey
Indoor Track
Skiing (Nordic & Alpine)
Volleyball

Spring Sports: Baseball
Softball
Tennis
Track and Field

Chess Team

Students are offered the opportunity to hone their chess skills as members of the PIHS Chess Team. The team practices regularly and competes regionally and at the state level at the annual Maine State Chess Tournament hosted by the University of Maine.

Jazz Band

The Jazz Band is composed of approximately 20 members from within the band, selected by audition as openings occur. All rehearsals are after school in the form of one evening, one afternoon rehearsal, and periodic rehearsals after and during school. The music ranges from the big band swing era of the thirties to the jazz-rock of today. The jazz band performs at concerts and assemblies and usually participates in the regional and state jazz festivals.

Jazz Choir

The Jazz Choir is a select group that focuses on Vocal Jazz Music. The group meets twice weekly after school. They study the various techniques of singing Jazz, including Scat Singing. This group will perform extensively in the community and throughout the state. Performance opportunities include the Regional and State Jazz Festivals. Members are selected by audition and must be in the Band or Chorus.

Math Team

The Math Team is open to any student with a strong interest in mathematics. Students participate in five regular meets competing against other schools in the Aroostook League. The season culminates with the annual State Math Meet held in Southern Maine in April.

Odyssey of the Mind

Formerly Destination Imagination, this program offers students a unique opportunity to express creativity and ingenuity at an interscholastic level. Team building and problem solving are the cornerstones of DI. The team competes annually at the local, regional and state levels.

Shipmates' Playhouse

The Presque Isle High School drama club offers students training and experiences in all aspects of theater such as acting, directing, costumes, make-up, set building, lighting, properties, stage crew, publicity, and program. Membership is open to any student who has an interest in theater. The typical drama season includes one-act competition play and a Broadway musical in the fall. The Shipmates' Playhouse also competes in regional and state contests. The competitors must meet the eligibility requirements specified by the Maine Principals' Association.

Speech & Debate

This interscholastic activity promotes debate and speech activities in Maine schools. The Maine Forensic Association (MFA) administers the activities in Maine with governance from the Maine Principals' Association. The three forms of debate include Policy, Lincoln-Douglas, and Public Forum. Humorous Interpretation and Original Works are two of the 11 categories of speech. The goal of this team is to promote the increasing relevance of oral communication for students, to teach cross-over skills such as research and teamwork, and to engage students who may shine in activities that involve oral communication.

Co-curricular Activities

It is important for students to understand that rules governing the participation in co-curricular activities vary from one activity to the other. Furthermore, it is each student's responsibility to know the rules governing the activity in which he/she participates. Each activity's advisor will explain the rules for participation at the beginning of the school year.

Civil Rights Team

This organization, chartered during the 2002-03 school year, is comprised of students, faculty, and community members. The mission of the Civil Rights Team is to encourage and empower the school community to confront bias, prejudice, and harassment by increasing awareness, protection, support, and responsiveness to incidents of bias-motivated harassment and the use of hate language. The goal is to heighten the positive school experience for all students by increasing the feeling of safety within the school.

Class Officers

Class Officers are elected by each grade. Each class elects its own president, vice president, secretary, and treasurer. Class Advisors:

2026 - Mr. Albair
2027 - Mr. Lavigne
2028 - Mrs. Boone
2029 - Mrs. Argraves / Mr. Daniels

FBLA

A PITC organization, FBLA is a national organization of high school students who are currently enrolled in or have previously taken business courses. Its major goal is to foster an interest in and understanding of American business enterprise through the development of individual projects that contribute to the improvement of home, business, and community. One of the underlying purposes of FBLA is to facilitate the transition from school to work. Students will participate in activities on the local high school level as well as the state and national levels.

FFA

A PITC organization, FFA is a national organization of high school and postsecondary students preparing for careers in agricultural production, processing, supply and service, mechanics, horticulture, forestry and natural resources. FFA chapters are established in public schools offering instruction in vocational agriculture under provisions of the National Vocational Education Acts. The primary purposes of the FFA are to develop agricultural leadership, cooperation and citizenship. Through participation in FFA activities, young men and women ages 14-21, interested in all aspects of the agricultural industry, learn how to speak in public, conduct and take part in meetings, handle financial matters, solve their own problems, and assume civic responsibility.

Intramurals

The Director of Athletics under the supervision of the middle school and high school principals and Superintendent shall administer intramural competition appropriate to the developmental levels of participating students. Boys and girls shall have equal opportunities to participate and shall be given comparable facilities and equipment.

Intramurals are activities that are played on a competitive basis but totally within the school community (no competition with other schools). Intramurals are open to all students. Various in-school leagues are formed with championship games played. These activities are held after school. Further details are available from the Athletics Director or from the Coordinator for Intramurals.

National Honor Society

The NHS consists of juniors and seniors who meet nationally prescribed standards of scholarship and have been chosen by a faculty committee on the criteria of leadership, character, and service. The group sponsors projects designed to promote scholastic achievement and high standards of conduct in the school community. Students requesting more information should consult with the NHS advisor(s).

Outdoor Club

The Outdoor Club is available for all students interested in participating in a variety of activities in the outdoors of Aroostook County. Activities include an annual ice fishing trip, hiking, preservation of recreational land, hunter safety, and white water rafting.

Skills USA

A PITC organization, Skills USA is a national organization for all vocational educational students and is designed to be an integral part of the student's education. In addition to leadership training, involvement in Skills USA offers students a chance to compete in local, state, and national events in more than 60 skills and leadership areas

Student Council

This is the official voice of the student body. It consists of five members from each grade, and its purposes are to promote good school citizenship, to promote harmony among all segments of the total school community, and to improve student participation in school government. The council elects its own officers. The Student Council meets once a month. Other meetings are scheduled throughout the year as necessary and all meetings are mandatory.

Varsity Club

This club functions as an organization that helps to promote athletic programs at Presque Isle High School. Members strive to promote the recognition of athletic achievement and the awareness of co-curricular activities as a vital part of the total school community.

Youth in Government

This model state government program places high school students from throughout Maine in charge of running the State House for an entire weekend. Students write and submit bills and run for office prior to arriving at the capital. Students sit in the actual seats of our own elected senators and representatives to debate their peers' ideas.

Health Office Clearance

Any student who participates as a member of an interscholastic team in MSAD#1 shall have a pre-participation physical examination every other year between grades six and high school graduation.

All students participating in interscholastic sports also will be required to submit a Form B (yearly health history) signed by the parent/guardian and a yearly Form C (addresses, insurance, emergency medical care and the student contract) at the beginning of each school year. The Nurse will review Forms B and C and, if there are no problems, will clear the student for sports participation. If there has been a serious incident or accident the student would need a new physical or letter of clearance from the medical provider.

Please call the District Health Services Office at 764-8105 with any questions.

Insurance

All students participating in interscholastic activities are required to be covered by student accident insurance and/or family health and accident insurance as a prerequisite for participation in the activity.

Policies Governing Interscholastic Participation

Concussion baseline testing is required of all athletes. PIHS will provide the testing on premises. The Athletics Department will provide athletes and parents information regarding returning from the Concussions Protocol.

1. For the purposes of administering the following policies, PIHS identifies the “season” as the first day of tryouts until the awards ceremony. If the activity has no awards ceremony, the season will end upon the completion of the final competition.
2. Participants with an **unexcused** absence from school any part of the day of an event, practice, or rehearsal will **not** participate.
3. Participants who are absent from school due to a **personal illness** for any part of the day of an event, practice, or rehearsal will **not** participate. The rare exception to this policy must be pre-approved by the athletics director.
4. Students wishing to participate in an activity must be present at try-outs. A request to be absent from try-outs must be made in writing directly to the athletics director no less than three (3) days prior to the scheduled tryouts. It is important to note that exceptions are approved only under extreme circumstances.
5. In order to create a sense of team unity, camaraderie, loyalty, discipline, a team-over-self ethic, and a positive team image, school administration may set reasonable standards for the appearance of participants. This includes but is not limited to length of hair, facial hair, visible tattoos, visible body piercing, and wearing of jewelry and hats.
6. Participants in interscholastic activities are expected to conduct themselves in a manner that will bring credit to themselves, their families and their school.
7. Inappropriate language will not be tolerated and is cause for disciplinary action.
8. Participants are expected to be leaders in promoting good citizenship. It is the responsibility of the

participant to show proper respect for the administration, faculty and staff, coaches, advisors, officials, fellow participants, student body and the community.

9. Participants who are administratively suspended out-of-school for any reason will be removed from the extracurricular activity for 30 days after the conclusion of the suspension. If the student agrees to attend sessions with our School Social Worker, the suspension from the activity will be reduced to 15 days. At the conclusion of the suspension from school, the student must attend practice/meetings with the team/club but may not physically participate in practice, travel or publicly represent the club and/or team while a student is removed from the team.

A second suspension that occurs during an extracurricular activity would be cause for removal for the remainder of the extracurricular activity

10. Participants who represent the school at out-of-town events must go to and return from the site of the event by means of the school transportation. However, District policy does permit a parent/legal guardian (not a grandparent, aunt, uncle, older sibling, neighbor, etc) to assume responsibility for his/her child immediately prior to departure by making contact with the coach/advisor and signing his/her name next to the child's name on a form provided by the coach/advisor.

Special circumstance requests for alternative transportation arrangements must be made in writing directly to the athletics director for athletics-related trips and to the principal for non-athletics-related trips no less than three (3) days prior to the event. It is important to note that exceptions are approved on a very limited basis.

11. It is critical for participants to maintain clear communication with their advisor or coach regarding attendance at practices, rehearsals or events. Consistent attendance is required. If a participant misses a practice/rehearsal unexcused, the following consequences will be imposed:

- First offense: coach/advisor addresses the absence and imposes appropriate consequence;
- Second offense: participant will not participate in the next interscholastic event;
- Third offense: participant will be removed from the activity for the remainder of the season.

All absences from a game, meet or match must be excused by the athletics director at least 48 hours in advance. If a participant misses a game, meet or match the following consequences will be imposed:

- First offense: athletics director addresses the absence. At the very least, the student will not be permitted to compete in the next contest.
- Second offense: removal from the activity for the remainder of the season.

If a participant is excused from a practice/rehearsal by the coach/advisor/director, the participant may be required to make up the time missed. In addition, a participant's status on the team or in the organization may be impacted temporarily. Participants are strongly encouraged to familiarize themselves with the coach's/director's/advisor's system to maintain effective student attendance.

12. During the harvest recess, a coach/advisor may excuse a participant from practice/rehearsal as long as the student is working directly with the potato harvest.
13. In interscholastic athletics, a participant may be permitted to change from one sport to another with the consent of the Athletics Director. This change must be implemented prior to the final selection of the team.
14. Participants will assume responsibility for their equipment and uniforms. Failure to return uniforms or equipment or to pay for lost or damaged items will result in a student becoming ineligible for future interscholastic participation. In addition, students who have not cleared their account will not participate in the commencement ceremony or have access to their grade report.

15. Participants may not participate in more than one interscholastic athletic activity at a time. An athlete may participate in both Alpine and Nordic skiing during the same sports season. Interscholastic athletes may not take part in a non-school-sanctioned athletic program while they are participating on a school team without the approval of the athletics administrator.

16. BONA FIDE TEAM RULE

A member of a school team is a student athlete who is regularly present for and actively participates in team practices and competitions. Bona fide members of a school team are prevented from missing high school practice or competition to compete or practice elsewhere.

A single waiver per student athlete per sport season may be granted by the principal on a case-by-case basis for extraordinary circumstances, (e.g. If a student/athlete were invited to participate in a prestigious weekend event then a waiver may be granted. If a student/athlete were invited to participate in a nationally recognized tournament over a school vacation then **that** waiver may be granted for that activity. If a student requests to miss practice every Friday because he/she is receiving specialized coaching from an outside team/coach, then a waiver should not be granted **because it violates the spirit and intent of the rule.**)

This policy is not intended to restrict dual sport participation in schools that allow dual participation.

Penalty for violation of this policy:

1st Violation: Report violation to MPA office, suspension from play for one game/contest.

2nd Violation: Report violation to MPA office, removal from team for remainder of season.

17. It is against school policy for participants, regardless of their age, to possess or use tobacco products (including the use of e-cigarettes, vaporizers, and all types of e-juice and/or vape juice), possess or consume alcoholic beverages, possess or use illicit drugs, and possess or use performance-enhancing substances. Students violating this policy may be subject to further consequences through the assistant principal's office (see Illicit Substances).

First Offense: Student violating this policy will be removed for 30 days from all extracurricular activities. If the student agrees to attend counseling sessions with the school School Social Worker, the removal will be reduced to 15 days.

The student must attend practices/meetings with the team/club and may participate in practices at the coach's discretion, but may not travel or publicly represent the club and/or team removed from the team.

Second Offense: A second suspension that occurs during an extracurricular activity would be cause for removal for the remainder of the extracurricular activity

18. Participants found in an establishment (i.e. bars, nightclubs) which has an entrance requirement based on age will be removed from participation in the interscholastic activity immediately.
19. A policy infraction exposed through a social networking site (Facebook, Tumblr, Twitter, etc.) will be fully investigated by the administration. Participants must assume that policy infraction information disclosed on these sites may be grounds for immediate removal from an interscholastic activity.
20. Most coaches/advisors impose curfews on their participants for the night before a competitive event. Participants are expected to comply.
21. Team managers will be held to the same requirements as other participants, including eligibility, attendance and all other policies.
22. For interscholastic athletics, it is the responsibility of the Athletics Director to remove students from a team when s/he has violated the policy. For all other interscholastic activities, it will be the

responsibility of the principal or his/her designee to remove students from an activity when s/he has violated the policy.

23. In order to receive an interscholastic athletics award, the participant must be in attendance at the awards ceremony unless s/he is excused by the Athletics Director prior to the awards ceremony.
24. Appropriate attire is expected for all participants while representing PIHS at home and away games, meets and matches as well as the awards ceremony. (See dress code)

Occasionally an event will result in the students returning from an away activity after midnight. The following govern the expected times the students will report to school the next morning:

Bus returns between 12:00 AM and 12:30 AM, student must be in school before the end of period 1.

Bus returns between 12:30 AM and 1:30 AM, student must be in school before the end of period 2.

Bus returns between 1:30 AM and 2:30 AM, student must be in school before the end of period 3.

If an athletic return bus is later than 2:30 AM, determination of entry expectations will be made by the athletics administrator.

RULES AND REGULATIONS

It is the policy of M.S.A.D. #1 that good citizenship in schools is based on respect and consideration for the rights of others. The students in the schools of the district are expected to conduct themselves in such a way that the rights and privileges of others are not violated. They are required to respect constituted authority, to conform to school rules and regulations, and to adhere to those provisions of law that apply to the conduct of minors.

The following rules and regulations 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.

Furthermore, the consequences outlined in this section are guidelines only, and more serious discipline, up to and including expulsion, may be imposed for any offense when the administration determines that the offense warrants such action.

Adult Rights and Responsibilities

Although students eighteen years of age and older are given legal adult rights and responsibilities, these rights and responsibilities do not supersede school policies which are unrelated to a student's age and are designed to maintain a healthful atmosphere.

Backpacks

Students are welcomed to carry backpacks from classroom to classroom. However, to facilitate movement within classrooms, backpacks are restricted to a designated area. Teachers will identify their "backpack zone" to students. Students may not leave their backpacks unattended in the hallways. Backpacks left unattended will be confiscated by the administration.

Bullying

The Board believes that bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts

the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

Bullying Prohibited:

Bullying, including “cyberbullying,” is not acceptable conduct in MSAD #1 and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited.

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. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment. 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 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.

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.

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 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 #1 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.

Legal Reference: 20-A M.R.S.A. § 1001(15), 6554

Cross Reference: AC - Nondiscrimination, Equal Opportunity
ACAA-R - Harassment and Sexual Harassment of Students
ACAD - Hazing
ADF - School District Commitment to Learning Results
CHCAA - Student Handbooks

JI - Student Rights and Responsibilities
JIC - Student Code of Conduct
JICC - Student Conduct on Buses
JICIA - Weapons, Violence and School Safety
JK - Student Discipline
JKD - Suspension of Students
JKE - Expulsion of Students
KLG - Relations with Law Enforcement Authorities

Adopted: September 13, 2006

Revised: January 9, 2013

Responding to Bullying

In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.

Caribou Technology Center (CTC)

Students enrolled in a course at the Caribou Technology Center will be subject to the following policy:

- A student who misses the M.S.A.D. #1 bus (the transportation to Caribou) will be unexcused and will be placed in in-school suspension.
 - When Caribou Technology Center cancels class, the PIHS student enrolled in that class is not required to be in attendance at either school for the time period of the canceled class. Such students are required to be in attendance for their scheduled classes at PIHS.
 - When CTC is in session, PIHS students enrolled in those courses are required to attend even if PIHS is not in session. As always, students must go to and from CTC via school-provided transportation.
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Cell Phones

See "Mobile Devices"

Cheating

Cheating of any kind is not tolerated at PIHS. Beyond the school's plagiarism policy (see *Plagiarism*), any student caught cheating on homework, quizzes, tests, lab reports, and the like will receive a '0' on the assignment and may be referred to the assistant principal's office for additional disciplinary action.

Civil Rights Act (Maine)

In the State of Maine, the Attorney General enforces the Maine Civil Rights Act, a civil statute that authorizes the Attorney General to seek restraining orders against persons who commit acts of violence, threaten violence, damage property, threaten to damage property or trespass on property motivated by bias based on race, color, religion, ancestry, nation origin, gender, physical or mental disability, and sexual orientation.

Students who believe that their civil rights have been violated should contact the assistant principal immediately who will, in turn, investigate the alleged incident and, if warranted, will contact the Presque Isle Police Department. Of course, consequences within the school will also be imposed.

Computer/iPad and Internet Use (*Replaces Acceptable Use Policy*)

These rules implement Board policy IIBG-A - *Student Computer and Internet Use*. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with Board policy IIBG-A and these rules may result in loss of computer and Internet access privileges, disciplinary action, and/or legal action.

A. Computer/iPad Use is a Privilege, Not a Right

Student use of the school unit's computers/iPads, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The building principal (or his/her designee) shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Student access to the school unit's computers, networks and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers that apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks and Internet services.

C. Prohibited Use

The user is responsible for his/her actions and activities involving school unit computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

- 1. Accessing Inappropriate Materials** - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
- 2. Illegal Activities** - Using the school unit's computers, networks and Internet services for any illegal activity or activity that violates other Board policies, procedures and/or school rules;
- 3. Violating Copyrights** - Copying or downloading copyrighted materials without the owner's permission;
- 4. Plagiarism** - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified. This includes work created by generative AI.
- 5. Copying Software** - Copying or downloading software without the express authorization of the system administrator;
- 6. Non-School Related Uses** - Using the school unit's computers, networks and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
- 7. Misuse of Password/Unauthorized Access** - Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;

8. **Malicious Use/Vandalism** - Any malicious use, disruption or harm to the school unit's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
9. **Unauthorized Access to Chat Rooms/News Groups** – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

The school unit retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and internet activity by students. Students have no expectations of privacy in their use of school computers, including email and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/legal guardian shall be responsible for compensating the school unit for any losses, costs or damages incurred by the school unit related to violations of policy IIBG-A and/or these rules, including investigation of violations.

F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

The school unit assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

G. Student Security

A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

H. System Security

The security of the school unit's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator or building Principal. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

I. Parental Permission Required

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgement Form before being allowed to use school computers.

Consumption of Food/Beverages

The consumption of food is restricted to the PIHS cafeteria. Consuming food in classrooms/labs, gymnasiums, and auditorium is strictly prohibited and may result in disciplinary action. Beverages may be consumed in the halls and in classrooms with teacher permission.

Dances

When the Student Council and/or Class Officers elect to host a school dance, it is generally held from 8:00PM-11:00PM and is open to all PIHS students in attendance the day of the dance. Non-PIHS students will be

permitted to attend at the discretion of the administration, but they must be high school aged guests of PIHS students in attendance. Guests must be registered by 3:00 PM on the Thursday prior to the dance with the administrator assigned to the dance. All school rules pertaining to the use of alcohol, tobacco or other illicit drugs apply to school dances.

Detention/Suspension

Students may be assigned to teacher or administrative detention for misbehavior or violations of classroom or school regulations. Serving detention takes precedence over all other personal or school activities, including employment.

Administrative Detention/Suspension

The administration may impose four categories of detention/suspension:

- **Noon detention:** a 15-minute detention beginning at the start of a student's lunch break in a designated classroom, closely supervised by a teacher.
- **Friday detention:** a detention served on Friday afternoon from 2:45 PM until 4:45 PM. Parents will be notified by phone or letter. A quiet study hall atmosphere will prevail; students will be expected to have school work and/or appropriate reading materials with them. Students may not sleep or communicate with each other by any means.

Assigned students who fail to appear as scheduled will receive in-school suspension and will fulfill the Friday detention assignment the following week. If a student fails to appear for the Friday detention a second time, he/she will be suspended out-of-school until the Friday detention is completed.

- **In-school suspension:** a supervised detention set apart from the regular daily activities of PIHS. Students will be notified of the room the suspension will be held. Students may be assigned for a full day of school (8:15 AM to 2:40 PM) or for part of the school day. Students assigned to in-school suspension may participate in school activities after 2:40 PM and must be in the designated room at 8:15 AM.
- **Out-of-school suspension:** a consequence imposed for more serious misconduct or violations of school regulations. Students may be suspended by the administration for one to ten days.

For each suspension, the student and parents will be clearly informed of all details and related information regarding the reasons for the suspension. A parent conference may be required before the student can be readmitted to school.

There are occasions when additional administrative action may be necessary. The principal may recommend to the superintendent a longer period of suspension or recommend that action to expel a student be initiated.

In all cases of suspension, the student is responsible for completing all work missed. The student is also subject to after school make-up as determined by teachers. Suspended students are not permitted to participate in or attend any school activity and are prohibited from being on MSAD #1 property during their suspension.

Teacher Detention

Teachers may assign detention to students for behavior that disrupts or interferes with the teaching and learning process. Students who have been assigned a teacher detention will be given a 24-hour notice to make

provisions for transportation, work, or other possible conflicts. Failure to report for detention will result in administrative referral and further action.

Discipline

It is essential for schools to maintain a safe and orderly environment which supports student learning and achievement. Good discipline allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others in accordance with School Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

The Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

- A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.
- B. Expectations for student behavior should be clear and communicated to school staff, students, and parents.
- C. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced.
- D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Physical force and corporal punishment shall not be used as disciplinary methods. State law provides that “a teacher or other person may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior; or b) remove the person from the scene of the disturbance.”

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the principal/designee.

School-wide rules shall be developed by the building principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals shall provide for the suspension or for other serious disciplinary action against students in accordance with Board policies, administrative procedures and Maine law.

Dress Code

FILE: JFCA

MSAD #1 DRESS CODE POLICY

Philosophy:

The MSAD #1 Board believes that the student dress codes should maintain a safe and respectful learning environment.

Our dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed.
- All students to wear clothing of their choice that is comfortable and appropriate for a public school setting.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of drugs or alcohol.
- Ensure that students are treated equitably.

Dress Code:

Particular attention will be paid to the following items. This is not intended to be an all-inclusive list, but instead simply clarifies past and current interpretation of PIHS dress code:

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be work in a way that covers the torso and buttocks with opaque fabric. All items listed in the must wear and may wear categories below must meet this basic principle.
2. Students Must Wear:
 - a. A Shirt AND
 - b. Bottom: pants/sweatpants/shorts/skirt/dress/leggings AND
 - c. Shoes: There may be specific requirements due to student safety regarding appropriate footwear in certain classroom settings.
3. Students May Wear:
 - a. Fitted pants including leggings, yoga pants, and skinny jeans
 - b. Tank tops including spaghetti straps or racer back tank tops
 - c. Athletic attire
4. Students CANNOT wear:
 - a. Hats in classrooms
 - b. Items with violent language or images (e.g. weapons)
 - c. Images or language depicting drugs, alcohol, or any illegal item or activity
 - d. Hate speech, profanity, or pornography
 - e. Swimsuits (unless as required for class or athletic practice)
 - f. Accessories that could be considered dangerous or could be used as a weapon

- g. Visible underwear (visible straps of undergarments worn under clothing is not a violation)
- h. Attire with gang-related associations
- i. Any item that obscures face or ears (unless as a religious observance or required for health safety)

Dress Code Enforcement:

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below:

Students will only be removed from class or hallways as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three options to be dressed to code during the school day:

1. Students will be asked to put on their own alternative clothing if already available at school to be dressed more to code for the remainder of the school day.
2. Students will be provided temporary school clothing to be dressed more to code for the remainder of the day.
3. If necessary, students' parents may be called during the school day to bring alternative clothing for the students to wear for the remainder of the day.

Students should not be called out for perceived dress code violations or asked to account for their attire in the classroom or in the hallways in front of others.

Adopted: November 20, 2002

Revised: February 8, 2017

Revised: November 17, 2021

MSAD #1 Board of Directors
Presque Isle, ME

Driver Education

To be eligible for Driver Education, students must have passed 5 full-time subjects (that is, classes that meet every day, school service excluded) during the most recently completed grading quarter. This is the same academic eligibility standard that students must meet to participate in interscholastic activities.

Parents or legal guardians must also attend a mandatory meeting prior to the start of this course and must sign a consent form in order for their child to be enrolled.

If a Driver Education student attends a Driver Education class or completes actual driving time before 8:12 AM on a school day, he/she must attend school for the entire day (unless he/she is excused for a school-related event [i.e. athletics or field trip] or unless he/she has an appointment with a healthcare provider and can validate such an appointment with a note from the healthcare provider's office). A driver education student with an unexcused absence on the day of a driver education class will be immediately removed from the driver education course; the program's refund policy will be upheld in these cases.

Students may NOT attend a morning Driver Education class or complete actual driving time before 8:12 AM on a school day and proceed to get excused from school for being sick. In such cases, any classroom or driving time logged on such a day will not be honored. The time will be considered an absence and will count against the student for Driver Education attendance policy purposes.

For more information regarding Driver Education, consult the *Presque Isle High School Program of Studies*.

Drugs, Alcohol, and Tobacco

The M.S.A.D. # 1 School Board supports a safe and healthful learning environment for students which is free of the detrimental effects of drugs, alcohol, and tobacco. Students will be provided with appropriate information and activities focused on educating students about drugs, alcohol, and tobacco and preventing their use. The Comprehensive Health Education curriculum shall teach students that the use of drugs, alcohol, and tobacco is wrong and harmful. How to resist peer pressure and the legal, social and health consequences of drug, alcohol and tobacco use is addressed.

No student shall distribute, dispense, possess, sell or use tobacco products. No student shall distribute, dispense, possess, sell, manufacture, use or be under the influence of alcohol. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any scheduled drug (as defined in 17-A MRSA § 1101); any controlled substance (as defined in the federal Controlled Substances Act, 21 USC § 812); any substance which can affect or change a student's mental, physical or behavior pattern (including but not limited to volatile materials such as glue, paint or aerosols, when possessed for the purpose of inhalation) or steroids; paraphernalia used for distribution or consumption of a prohibited substance; or any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section.

These prohibitions apply to any student who is on school property or can be viewed from 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.

Any school staff member who has reason to suspect that a student has violated this policy shall report the incident to an appropriate administrator.

Administrative Procedures

Voluntary Referrals

Any school staff member who is approached by a student(s) about a substance abuse or tobacco problem shall refer the student(s) to the Guidance Department. Self-referral will not result in any disciplinary action.

However, a student may not use self-referral to avoid disciplinary action after a known violation of the policy. Students will be assisted in addressing their drug/tobacco 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 community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws. Parents will be notified unless such notification violates State/Federal laws.

Students Involved in Co-Curricular Activities

A student involved in a co-curricular activity who violates this policy will be dismissed from the activity for the remainder of the season or school year in addition to any disciplinary consequences imposed under this policy.

Discipline

The following progressive intervention and disciplinary procedures are intended as guidelines only. The administration and the Board reserve the discretion to modify consequences based on the facts of an individual case. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation and referral recommendations, and the student's prior disciplinary record.

Disciplinary Action – Alcohol and Drug Violations

A. Possession/Use/Under the Influence

FIRST OFFENSE – The administrator shall:

1. Confiscate the prohibited substance and verify offense;
2. Notify District Safety Coordinator;
3. Meet with student;
4. Notify and meet with parents;
5. Notify Superintendent and police as appropriate;
6. Suspend student from school for up to ten (10) days
7. Arrange appointment with the school Social Worker.

SECOND OFFENSE – The administrator shall:

1. Confiscate the prohibited substance and verify offense;
2. Notify the District Safety Coordinator;
3. Meet with student, parents, and Drug and Alcohol Counselor to develop a follow-up plan;
4. Notify Superintendent and police as appropriate;
5. Suspend student from school for up to ten (10) days. Inform student and parents that failure to follow the recommended plan may result in further disciplinary action.

THIRD OFFENSE – The administrator shall:

1. Confiscate the prohibited substance and verify offense;
2. Notify the District Safety Coordinator;
3. Notify the Superintendent and the police as appropriate;
3. Recommend to parents that student be referred for clinical evaluation of problem;
4. Suspend student for ten (10) days and recommend expulsion to the Superintendent of Schools.

B. Distribution/Dispensing/Sale/Manufacture

1. Confiscate the prohibited substance and verify offense;
2. Notify District Safety Coordinator;
2. Meet with student;
3. Notify parents, Superintendent and police;
4. Suspend student for ten (10) days and recommend expulsion to the Superintendent of Schools.

Disciplinary Action – Tobacco Violations. Including the use of e-cigarettes , and all types of e-juice and/or vape juice and devices.

Use/Distribution/Dispensing/Possession/Sale

FIRST OFFENSE – The administrator shall:

1. Confiscate the tobacco product and verify offense;
2. Meet with student;
3. Notify parents;
4. Notify Superintendent, District Safety Coordinator, and police as appropriate;
5. Discipline student as appropriate up to three (3) days out of school suspension.

SECOND OFFENSE – The administrator shall:

1. Confiscate the tobacco product and verify offense;
2. Meet with student and parents;
3. Notify Superintendent, District Safety Coordinator, and police as appropriate;
4. Discipline student as appropriate up to five (5) days out of school suspension.

THIRD OFFENSE – The administrator shall:

1. Confiscate the tobacco product and verify offense;
2. Meet with student and parents;
3. Notify Superintendent, District Safety Coordinator, and police as appropriate;
4. Discipline student as appropriate up to ten (10) days out of school suspension.

SUBSEQUENT OFFENSES – The administrator shall:

1. Confiscate the tobacco product and verify offense;
2. Notify parents, District Safety Coordinator, and police;
3. Suspend student for ten (10) days and recommend expulsion to the Superintendent of Schools.

Drug, Alcohol, Tobacco, and Tobacco Products

Students are prohibited from wearing and/or displaying any type of tobacco/drug/alcohol promotion materials.

Due Process

Prior to a suspension, except as hereinafter provided:

- A. The student shall be given oral or written notice of the charge(s) against him/her
- B. The student shall be given an explanation of the evidence forming the basis for the charge(s)
- C. The student shall be given an opportunity to present his/her version of the incident

However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the instructional process may be immediately removed from school. In such cases, the notice of charges, explanation of evidence and the student's opportunity to present his /her version of the incident shall be arranged as soon as practicable after removal of the student from school.

Expulsion

No student will be expelled from PIHS except by action of the Board. More details are available from the *M.S.A.D. #1 Board of Directors Policy Manual* (file: JKE).

Fighting

PIHS has no tolerance for fighting. The school must maintain a safe environment for students and staff members. Any student behavior that jeopardizes the safety of any person at PIHS will result in a minimum of a five-day suspension from school. A student may not fight in the name of defending him/herself. A student who is engaged in a fight should protect him/herself by removing him/herself immediately from the fight and seeking the help of a responsible adult.

Students involved in a fight within the same school year will be adjudicated as follows:

- First offense: minimum of five-day out-of-school suspension and a mandatory meeting with the school social worker before the end of the suspension.
- Second offense: up to a ten-day out-of-school suspension, a mandatory meeting with the school social worker and an independent risk assessment before the end of the suspension.
- Third offense: ten-day out-of-school suspension and a recommendation to the superintendent of schools for expulsion.

Fundraising

It is the policy of M.S.A.D. #1 that students are prohibited from door-to-door solicitation.

Harassment/Sexual Harassment

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

Harassment

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

Sexual Harassment

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

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

The Superintendent or designee (school administrator) will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy by means selected by the school administration.

Student Discrimination and Harassment Complaint Procedure

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

Definitions

For purposes of this procedure:

- A. A “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability; and
- B. “Discrimination or harassment” means discrimination or harassment on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability.

How to Make a Complaint

- A. Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the building principal. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the building principal.
- B. School staff are expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.
- C. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- D. Students are encouraged to utilize the school unit’s Complaint Procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the U.S. Department of Education, Office for Civil Rights/ED, 5 Post Office Square, Suite 900, Boston, MA 02109-3921 (telephone: 617-223-9622; TDD: 877-521-2172; fax: 617-289-0150).

Complaint Handling and Investigation

- A. The building principal shall promptly inform the Superintendent and the person(s) who is the subject of the complaint that a complaint has been received.
- B. The building principal may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the school unit in light of the particular circumstances and applicable policies and laws.
- C. The complaint will be investigated by building principal, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor’s authority. Any complaint about the Superintendent should be submitted to the Chair of the School Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
 - 1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.
 - 2. If the complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.
 - 3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
 - 4. The building principal shall keep a written record of the investigation process.
 - 5. The building principal may take interim remedial measures to reduce the risk of further

6. discrimination or harassment while the investigation is pending.
 7. The building principal shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
 7. The investigation shall be completed within 21 business days of receiving the complaint, if practicable.
- D. If the building principal determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:
1. Determine what remedial action is required, if any;
 2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
 3. Inform the student who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).
- E. If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 calendar days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall be final.
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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 school personnel or a student enrolled in a public school.”

Injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

“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 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 MSAD #1 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 may 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.

In the case of an organization affiliated with MSAD #1 that authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

Persons not associated with MSAD #1 who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

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

The Superintendent/designee shall be responsible for administering this policy. In the event that an individual or organization disagrees with an action—or lack of action—on the part of the Superintendent/designee as he/she carries out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board with respect to the provisions of this policy shall be final.

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

A copy of this policy shall be included in all school, parent, and employee handbooks or otherwise distributed to all school employees and students.

Headphones and other Blue Tooth related devices

Students are not permitted to use headphones or other Blue Tooth related devices during class time. Study hall teachers may elect to permit students to use personal music systems as long as the volume is low. Use of personal music systems is permitted in the halls and cafeteria as long as the volume is low so the individual can hear announcements and so others cannot hear the music through the ear pieces.

Language

Profanity and/or vulgar language is not permitted. Students who use unacceptable language will be subject to disciplinary action. Such language directed at a member of the faculty and staff will result in an out-of-school suspension.

Leaving Campus without Permission

Students who leave campus without permission will receive a Friday detention.

Juniors and Seniors who leave campus at noon-time and do not return to school for period 4 (without a parent call **prior** to the beginning of period 4) will be administered the same consequences as above.

Lockers

Hall lockers are provided for the convenience of students. The storage and security of articles are the responsibility of each student. The major causes of losing items from hall lockers are:

- Students failing to lock their lockers
- Students giving their locker combination to others.

Physical Education locks and lockers are provided for the storage of students' personal belongings during P.E. classes. PIHS is not responsible for lost, misplaced, or stolen articles. Students must secure lockers by making sure they are locked.

Lockers are school property. The school retains the right to open and to inspect lockers and their contents at any time for any reason. Therefore, students should not expect that items stored in their lockers will be kept private.

Lunch Break

Food is allowed only in the cafeteria (or in the park, weather permitting).

Medication

Students may not possess or self-administer medication (over-the-counter or prescription). All medication must be stored and administered through the Health Office. Before any medication is administered in school, a written request from the parent/guardian and a written order from the prescribing health care provider must be on file in the District Health Office. Special arrangements must be coordinated through the District Health Office. Their telephone number is 764-8105.

Mobile Devices

Mobile devices are permitted in PIHS, but they must remain in the “off” mode, out of sight, or in a teacher designated “cell phone zone” during class time, including in hallways. Students may not use or allow devices to ring (even on silent mode) during class time - this includes smartwatches. A student who uses a mobile device (including text messaging) or allows it to ring or vibrate during class will have his/her device confiscated by the teacher who will turn the device in to the assistant principal. Additionally, teachers may ask students to remove their smartwatches during assessments. Consequences for a mobile device are based on yearly infractions, not quarterly. The following disciplinary protocols will be followed for mobile device infractions:

First offense - the student will be given a warning and may retrieve the device from the assistant principal’s office at the end of the day.

Second offense – the student will be assessed three noon-detentions, and the student may retrieve the device from the assistant principal’s office at the end of the school day.

Third offense – the student will be assessed a Friday detention; the student’s parent is required to pick up the device from the assistant principal’s office.

Additional Offenses – the student will lose cell phone privileges for an extended period of time as determined by the assistant principal.

Students who are granted permission to leave class under false pretense and utilize their mobile device in the hall or restroom are in violation of the *Mobile Device Use Policy* and will be subject to disciplinary action.

Using any device to photograph or record audio or video of any student or adult at PIHS without their consent is not permitted. Students and adults who have pictures or audio taken of them without their consent should report their concerns to the assistant principal. Students who record video or audio of a student or adult at PIHS without their consent are subject to disciplinary action.

Open Campus

Juniors and seniors at PIHS have a closed campus except during the lunch break when they may leave the campus without office permission. These students are responsible for behaving appropriately when they choose to leave campus. Open Campus privilege can/will be revoked for inappropriate behavior.

Freshmen and sophomores have a closed campus without exception and must remain on the PIHS campus from 8:15AM - 2:40PM.

Parents may request that their junior or senior be restricted to the PIHS cafeteria during lunch. If parents opt to do this, they must contact the assistant principal.

Parking/Vehicles

All vehicles must be registered annually through the school. The PIHS parking permit sticker must be displayed in the lower right hand corner of the front windshield on the vehicle. Stickers are non-transferable. Students must register their vehicles through the Main office.

Students who drive an automobile to school may park in one of the following lots:

- *Upper parking lot behind the technology wing*
- *Barton Street parking lot*
- *Griffin Street parking lot*

No student vehicles will be permitted in any other parking area before, during, or after school. The time a student takes to move an illegally parked vehicle will be unexcused; therefore, the student will be required to make up this time in noon detention. Students are not permitted to drive through the lower campus area from 7:30AM-3:30PM. The area in front of the lower gym is off limits to student parking at all times. This includes afternoons, evenings, weekends, and vacations. Parking is a privilege that may be revoked at any time if these regulations are not followed. Parking and other traffic violations may be referred to the police department.

Parking in school lots outside of the regular school day is permitted only by students participating in school-sponsored activities or by guests attending a school function. Loitering in school parking lots, including sitting in cars, is never permitted. Students found in violation of this policy will lose their school parking privileges and will be referred to the Presque Isle Police Department.

Motorized vehicles such as trail bikes, four-wheelers, all-terrain vehicles, and snowmobiles are not permitted on school property including the parking lots.

A bike rack is provided for students immediately outside the main entrance for students who ride bicycles to school. Bicycles should be locked during the school day.

Physical Education

Maine State Law requires all high school students to be enrolled in physical education for one year with the following exceptions:

1. Parental requests to have pupils excused from participation because of illness will be honored on a short-term basis (1-3 days). Requests for longer periods of time will require a medical statement from a doctor specifying the duration of the excuse. Just as in any class, the missed work must be made up. This usually will be done before or after school in the fitness center, but the teacher may assign a different activity.
2. Pupils who are ill but are in school may be excused from participation for one day only, at the discretion of the teacher.
3. Pupils whose religious beliefs are contrary to participation will be excused following parental request.
4. Students who are excused from P.E. for medical or religious reasons are required to meet the graduation requirement of 22 credits.

Physical Education Attire

Every student must have a P.E. uniform consisting of sneakers, shorts and/or sweatpants, and a T-shirt and/or undershirt. A student who does not have a uniform for P.E. class will be disciplined initially by the teacher. Alternative assignments, in lieu of participation, may be required of the student.

Persistent problems with the lack of a uniform may result in automatic failure for the nine-week grading period, in being suspended, or in being dropped from the class for the remainder of the year.

Plagiarism

The faculty and administration of Presque Isle High School believe that personal integrity is a quality to be possessed and exhibited by all of our students. Plagiarism is an example of unethical and illegal behavior and, whether deliberate or unintentional, is held as a most serious offense by Presque Isle High School. It is essential that students have the opportunity to demonstrate their understanding of academic responsibility and to find success in maintaining their personal integrity.

This policy adheres to the parameters set by the *M.S.A.D. #1 Board of Directors Policy Manual* (file: IKAD-A).

WHAT IS PLAGIARISM?

Plagiarism is stealing and passing off as one's own the ideas, words, organization, knowledge, productions, pictures or graphics of another ("Plagiarism." Webster's New World Dictionary. 1985 ed.). This includes work created by generative AI. There are various forms of plagiarism including:

- **Complete plagiarism:** the student submits another's work in its entirety as his or her own. This could be the work of another student or a published article or an Internet site or book chapter.
- **Patchwork plagiarism:** the student takes ideas, phrases, sentences and paragraphs directly from a source(s) without using both parenthetical citations and a "Works Cited" page.
- **Lazy plagiarism:** the student is guilty of sloppy note taking or research shortcuts. This form of plagiarism includes citations and a "Works Cited" page which show an attempt to adhere to the format; some citations are incorrect or omitted.
- **Paraphrased plagiarism:** the student rewords the work (partial or total rewording) without including any parenthetical citations and/or "Works Cited" page.
- **Self plagiarism:** the student uses a product written for one course to satisfy the requirements of another course, unless the student has received written permission from the teachers prior to beginning of the assignments.

Based on Plagiarism: What it is, and How to Avoid it. June 24, 2003

<http://www.zoology.ubc.ca/bpg/plagiarism.htm>

All papers involving research must include both parenthetical citations and a "Works Cited" page.

CONSEQUENCES OF PLAGIARISM

The faculty and administration present these consequences of plagiarism which **apply throughout a student's career at Presque Isle High School.**

→ Lazy plagiarism

- **First offense consequences:**
Teacher notifies the student of the plagiarism.
Student's grade on the assignment is lowered ten points (or one full letter grade).
- **Second Offense**
Teacher notifies student of the plagiarism
Teacher notifies student's parents of the plagiarism
Teacher notifies student's NHS advisors, if applicable
Referral is sent to the administration
Student receives a 0 on the assignment

- **Third Offense**
Teacher notifies student of the plagiarism
Teacher notifies student's parents of the plagiarism
Teacher notifies student's NHS advisors, if applicable
Referral is sent to the administration
Student receives a 0 on the assignment
Student may receive a failing grade for the quarter

→ **Self-plagiarism, Paraphrased plagiarism, Patchwork plagiarism, Complete plagiarism**

- **First Offense Consequences:**
Teacher notifies the student of the plagiarism.
Teacher notifies student's parents of the plagiarism.
Teacher notifies NHS advisors, if applicable
Referral is sent to the administration.
Student receives a 0 on the assignment.
- **Second Offense**
Teacher notifies student of the plagiarism.
Teacher notifies student's parents of the plagiarism.
Teacher notifies student's NHS advisors, if applicable.
Referral is sent to the administration.
Student receives a 0 on the assignment
Student may receive a failing grade for the ranking quarter.

While there are two commonly used research guides (**MLA and APA**), teachers may require their own specific formats for projects. It is the responsibility of the student to know what format a teacher expects for an assignment. Several departments within the school have adopted a department-wide format for research and papers. Teachers will make their format requirements clear at the beginning of the school year and throughout the year as assignments are presented.

(The design of this policy was provided by the Presque Isle High School English Department, Frances E. Barter, Chairperson)

Privileges

Violations of school rules and regulations may lead to the loss of privileges enjoyed by most students at PIHS. Among these privileges are:

- Attendance at assemblies or as a spectator at after school activities
- Computer/iPad use
- Library use
- Cell phone use
- Membership in interscholastic/co-curricular activities
- Open campus during lunch (juniors & seniors only)
- Parking in school parking lots
- Riding a school bus

Public Displays of Affection

Public displays of affection beyond hand-holding are inappropriate at school or school activities.

Questioning/Searching of Students

The purpose of this administrative procedure is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within

reasonable and lawful limits on a case-by-case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary.

A. Questioning by School Administrators

1. School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Board policies, school rules and/or federal/state laws.
2. School administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.
3. If a student fails to cooperate, lies, misleads or threatens any person during questioning, he/she may be subject to disciplinary action.

B. Searches of Students, Personal Property in Students' Immediate Possession, Student Vehicles and School Storage Facilities

1. School administrators are authorized to search students, personal property in students' immediate possession, and vehicles when, in their judgment, there are reasonable grounds to suspect that a student possesses any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.
2. All searches of students, personal property or vehicles shall be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical.
3. Searches should be reasonably related to the objective of the search and not excessively intrusive. Searches may include the student's clothing and personal belongings. School administrators shall not conduct strip searches. If a more intrusive search appears to be necessary, law enforcement authorities shall be contacted.
4. When special circumstances exist, including but not limited to a suspected ongoing violation of the Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion.
5. Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.
6. The Superintendent may authorize the use of exploratory canine patrols to assist in the detection of drugs, weapons, or other illicit substances. Canine patrols may be utilized on a random basis, with or without reasonable suspicion, and without notice or consent, to scan all school storage facilities and all personal property, including a backpack that is brought onto school property.
7. School administrators shall consult with the Superintendent prior to conducting random searches.

8. If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action will be taken. Evidence will be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.
9. A student who refuses to comply with a search directive may be subject to disciplinary action, including the disciplinary consequences for the suspected violation.
10. School administrators are required to document all searches and any items seized/impounded

School Bus Transportation

- M.S.A.D. #1 offers school bus transportation to and from school for students who live on a school bus route. The District's Transportation Director (764-0848) will be happy to identify which school bus a student will ride. Of course, students riding the school bus must adhere to all bus rules and must obey the school bus driver. Failure to do so will result in the loss of bus privileges and possibly other discipline imposed by the assistant principal.
- Only students assigned to a specific bus route may use that specified school bus. Exceptions may be granted in the form of a bus slip, obtained through the main office.
- Participants who represent the school at out-of-town events **MUST** go to and return from the site of the event by means of the school transportation provided. Exceptions may be made prior to the return trip through the use of a release form provided by the coach or advisor at the event site. Other exceptions are rarely made and must be pre-approved by the school principal or athletics director.
- All rules that govern PIHS student behavior while on school grounds are in effect during school trips.
- Caribou Regional Technology Center students may **not** drive their vehicles to CRTC.

This policy adheres to the parameters set by the *M.S.A.D. #1 Board of Directors Policy Manual* (file: JFCC): *Student Conduct on Buses*

Skateboarding

Skateboarding or any skateboard-like activity is prohibited on M.S.A.D. #1 property. That includes school sidewalks, parking lots, playgrounds, and inside all buildings; it is a prohibited activity 24 hours/day, seven days/week.

Student Publications

All school-sponsored student publications (publications produced as part of a curricular or co-curricular program) must be approved by the principal prior to publication.

Telephones (classroom)

Telephones in classrooms are strictly off limits to students. See *Telephones* under *Student Services* for telephone availability for students.

Threats

Any type of threat to the well-being of the school community is grounds for suspension or expulsion. False fire alarms and bomb threats are included in this category. Such incidents will be reported to the appropriate law enforcement agency. Lost instructional time resulting from response to a school crisis or emergency situation shall be made up at the discretion of the Superintendent of Schools. More details are available in the *M.S.A.D. #1 Board of Directors Policy Manual* (file: EBBC).

Vandalism

School property is clearly protected under the law. Students (and their parents) are financially responsible for damage to property and lost/stolen books or other materials. Books that are issued for student use must be returned in good condition. Students who intentionally misuse equipment or damage property are not only financially liable, but also subject to disciplinary action. Under Maine law, the school may recover monetarily from the student (and his/her parents) double the damages. More details are available in the *M.S.A.D. #1 Board of Directors Policy Manual* (file: JFCB).

Visitors

On a very limited basis, a student may be permitted to invite a visitor to school and accompany him/her to classes throughout the day during one school day. In such cases, the student must make the request to the principal or the assistant principal **no less than 24 hours prior to the day of the visit**. Furthermore, teachers are given the opportunity to refuse visitors in their classrooms.

The visitor must be enrolled in a high school him/herself and must verify that his/her school is not in session on the day of the planned visit. Visitors to PIHS must check in at the main office immediately upon entering the building and are expected to adhere to all school rules.

As a courtesy, teachers will be offered a 24-hour notice prior to a classroom observation/visit by a parent or other citizen of the District.

Weapons, Violence, and School Safety

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

School employees are required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

Prohibited Conduct

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

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switch blades, knives, chains, clubs, Kung Fu stars and nun chucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such objects include but are not

- limited to bats, belts, picks, pencils, compasses, articles capable of ignition (e.g. matches, lighters), files, tools of any sort and replicas of weapons (including toys);
- C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
 - D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;
 - E. Willful and malicious damage to school personal property;
 - F. Stealing or attempting to steal school or personal property;
 - G. Lewd, indecent or obscene acts or expressions of any kind;
 - H. Violations of the school unit's drug/alcohol and tobacco policies; Violations of state or federal laws; and
 - I. Any other conduct that may be harmful to persons or property.

Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

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

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

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JGF. The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school.

Psychological Evaluation/Risk Assessment

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

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

STUDENT SERVICES

Pathways- (Formally Alternative Education)

PIHS offers an alternative education program off campus. Students who would like to be considered for Pathways should consult with their guidance counselor.

Technology

All students at PIHS will be given an iPad for use during the school year. The iPad will remain under the control, custody, and supervision of the District. The District reserves the right to monitor all iPads and computer activity by students and employees. Neither students nor employees should have an expectation of privacy in their use of school technology.

Students also have access to computers and printers in the computer lab on the first floor (Rm 129) and in the library. All computers have internet access capabilities.

Earliest access to computers is at 7:00 a.m. in the library. The lab in room 129 is accessible from 7:30 a.m. to 3:45 p.m. M.S.A.D. #1 adheres to an acceptable use policy for computers and requires students and parents to sign an agreement form before computers can be accessed.

Daily Bulletins

In an effort to keep students and staff informed, the Principal's Office and the Athletics Office each publish a daily bulletin. Homeroom teachers read the Daily Bulletin and the Athletics bulletin to their students and then the bulletins are posted.

Email

Every PIHS student is issued an email account. E-mail privileges are very closely supervised and may be revoked if misuse is discovered. Students are urged to become familiar with the e-mail policies that are detailed in the "Rules and Regulations" section of this handbook.

Fire/Evacuation Drills

Each classroom in PIHS is clearly marked with a "Fire/Evacuation Procedure" sign. Periodically throughout the school year, drills are conducted in cooperation with the local Emergency Management Office, Police Department, and Fire Department.

Fitness Center

PIHS is proud to house the District's Fitness Center, which is located below the lower gym. The state-of-the-art Fitness Center is supervised by district employees to ensure the safety of its patrons. When school is in session, the Fitness Center follows this schedule:

Monday-Thursday 2:45PM - 5:30PM

Food Services

PIHS is the home of "The Ship's Galley," the school's full-service cafeteria. Through the District's Food Service Program, PIHS offers both breakfast and lunch to all students, administration, faculty, and staff. Breakfast sandwiches, hash browns, bagels, cereals, and juices may be found on the breakfast menu each morning from 7:45 – 8:12 AM. Lunch offers a variety of traditional favorites including pizza, breadsticks, sub

sandwiches, chips, and cookies. More healthful options include a fresh salad bar and the traditional daily hot lunch line.

A student who applies and is accepted to the “Free/Reduced Lunch and Breakfast Program” may access his/her account by keying-in personal student identification number from his/her student identification card as he/she passes through the line. Extras such as ice cream and cookies are not included in this program and must be paid for by the student. All students may use their student I.D. card as a debit card for breakfast and lunch if money is available in their meal account. Parents and students may apply money to their meal accounts by bringing cash or a personal check to the cafeteria during either breakfast or lunch. **It is important to note that charging in the cafeteria is not permitted.**

It is the school’s strict policy not to cash checks; however, the kitchen staff will be happy to apply the full amount of a personal check to the student’s meal account. As always, students may opt to pay for their breakfast or lunch each time they visit the cafeteria.

Questions regarding the school’s breakfast and lunch program may be directed to the Food Services Director, 764-0792.

Guidance Office

Guidance Office services are available to all students from 7:45 a.m. to 3:00 p.m. Each student is assigned to one of three guidance counselors at PIHS. Students are encouraged to meet with their counselors to discuss any number of issues including course selection, career planning, post-secondary planning and issues of a personal nature. In addition, each spring, when students select courses for the coming year, the student, along with his/her parents, receive a scheduled appointment to meet with his/her guidance counselor.

In all cases, a student wishing to meet with his/her counselor must make an appointment and obtain a pass from the Guidance Office secretary. Typically, these appointments are held before or after school, during lunch, or during the student’s study hall. Only for an emergency is a student permitted to meet with his/her counselor during class.

In addition to three guidance counselors, PIHS has an available social worker who provides services to the students and parents of PIHS. Parents, faculty, staff, and/or an administrator may refer a student to the social worker. A student may also self-refer. The social worker maintains an office in the PIHS Guidance Department and can be reached by telephone at 764-7721.

The Guidance Office staff welcomes parents to meet with them to discuss their child’s progress and plans for the future. Parents are encouraged to call for an appointment (764-7721). The Guidance Office is open year round; however, counselors are available one week before the opening of school and one week following the conclusion of the school year, in addition to regular school hours.

Health Office

The M.S.A.D. #1 Health Office is located at PIHS. Four registered nurses and one secretary meet the health needs of students throughout the district. The Health Office is open during the regular school year from 7:30 AM to 3:00 PM.

For students who are transferring to PIHS, the Health Office is the first stop in the registration process. Parents may reach the Health Office at 764-8105.

Letters of Recommendation

From time to time throughout a student’s high school career, particularly during his/her senior year, a PIHS student may need a letter (or letters) of recommendation from a member of the administration, faculty, or staff.

Although the faculty, staff, and administrators are not obligated to write letters of recommendation, they are usually happy to take the time to do it, especially when a request comes from a student who has worked hard and maintained excellent citizenship during his/her years at PIHS. It is important to note that requests must be made well in advance of the date that the letter is needed, and it is customary for the recipient of the letter to offer a note of thanks to anyone who writes a letter of recommendation.

Library

The Roland B. Andrews Library Media Center functions as a learning and research facility which supports students in both their classroom experience and their personal growth.

The library is open each school day from 7:30 a.m. to 3:00 p.m. for quiet study, research, reading, and assigned work. All members of the PIHS community, students and teachers alike, are welcomed to use the library's print and online resources. All are encouraged to make full use of library services before school, at lunchtime, during study halls, and after school.

The library has diverse holdings, comprising nearly 12,000 print volumes, compact discs, and videotapes as well as ten public access computers connected to the Internet, the library's computerized catalog, and various online databases. The staff is happy to provide instruction in the best use of the many resources available in the collection.

Materials circulate for two-week periods and can be renewed up to two times. There is a charge of five cents per school day for materials kept past the due date. Students and parents are encouraged to visit www.sadl.org/pihs/library to see what's new!

Lost and Found

The lost and found area is located outside the assistant principal's office. If lost items are not retrieved within a reasonable time frame, the items are sent to a charity.

Messages

The Main Office is happy to take messages for students from parents. The names of students who have messages in the Main Office will be announced twice daily at 11:06 AM and at 2:40 PM. Messages from friends will not be accepted. It is important to note that it is the students' responsibility to obtain their messages from the Main Office.

Photocopying

The library has a photocopier which is available for student and personal use at the rate of \$.05 per copy. Please note that the copiers located in offices, mailroom, or workroom areas are restricted to staff use only. With the exception of students enrolled in the School Service program, students are NOT permitted in the faculty mailroom. All students permitted to use the mailroom must wear the appropriate identification badge

PowerSchool Access for Parents

Parents of PIHS students have the opportunity to access their students' grades via the Internet. With a username and password, parents may check grades as often as they would like. This system is provided as a convenience to parents seeking immediate feedback on their child's progress. However, grades and other information provided by this system are not official records and represent only a "snapshot" of a student's grade in a particular class at a particular time. For official grades and student records, parents/guardians should contact their child's guidance counselor.

Second Chances

Second Chances is an alternative education program for at-risk and special education students at PIHS. The program contains one teacher and two educational technicians. Referrals for the program must come from a guidance counselor, principal, or assistant principal. The Second Chances Advisory Council meets regularly to consider referrals to the program.

Student Records

Cumulative student records, including standardized test scores, transcripts, and other pertinent information, are securely housed in the Guidance Office. Even beyond graduation, a student may return to the Guidance Office to obtain official copies of these records.

Study Hall-

When a student's schedule allows, he/she will be assigned to a study hall during the school day. A study hall is a wonderful opportunity to catch up on homework, meet with a teacher for extra help, visit the library, utilize a computer lab, or confer with a counselor.

A student assigned to a study hall must attend it as he/she would attend a regular class. A study hall teacher is authorized to provide a student a pass to the library; however, students must plan ahead since all other passes (computer lab, guidance office, another teacher, etc...) must be obtained by the student before the study hall.

A study hall is a quiet, learning environment, supported by the study hall teacher, and **may not** be used for socializing, napping, or playing games.

Summer Session

PIHS offers a voluntary four-week summer school program that enables a student to make up 2 credits within one six-week summer school session. A student who has failed a course at PIHS during the regular school year is eligible to make up either a full or half credit of the failed course in summer school.

Students must earn a semester average of no less than '50' in a course to be eligible to make it up in summer session.

Telephones

PIHS offers two telephones within the building for student use. One is located in the Main Office and the other is located in the Athletics Office. A student wishing to make a personal telephone call is permitted to use either of these telephones before school, during lunch break, or after school. Students will not be called from a class or study hall to receive an incoming call nor may they leave a class or study hall to make a call.

Classroom telephones are strictly off limits to students for any and all purposes.

Work Permits

Under Maine State Law, only the superintendent may issue and revoke work permits for minor students. It is important to note that the student's current grade report and attendance report accompany the permit application. Substandard grades and poor attendance patterns are grounds for denying the application. Parents must provide a signed Social Security card for their student in addition to an original birth certificate as part of the permit application process. For more details, parents may call the Office of the Superintendent at 764-4101.

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PRESQUE ISLE HIGH SCHOOL SONG

TO THEE PRESQUE ISLE, OUR SCHOOL WORTHWHILE,
GLORY AND HONOR ERE BE THINE.

EVERYONE STAND, GIVE US A HAND,
OUR TEAM WILL ALWAYS SHINE. (RAH! RAH! RAH!)

FAIR BLUE AND WHITE, EMBLEM OF RIGHT,
NOT SHALL OUR NAME REVILE.
FULL PROUD TO BE A PART OF THEE,
OUR DEAR PRESQUE ISLE.

DAH, DAH, DAH,DAH, DAH, DAH, DAH, DAH, DAH, HEY!
THEN CHEER AWHILE, FOR DEAR PRESQUE ISLE
SET THE ECHOS RINGING CLEAR.
NOW THREE TIMES THREE WE ALL CHEER FOR THEE
OUR SCHOOL WE HOLD SO DEAR. (RAH! RAH! RAH!)

THROUGH WEAL OR WOE, WHERE ERE WE GO

OUR DEVOTION NEVER SHALL DIE.

AND THROUGH COMING DAYS, IN LIFE'S BUSY WAYS
WE WILL CHERISH OUR PRESQUE ISLE HIGH.

(RAH! RAH! RAH!)

