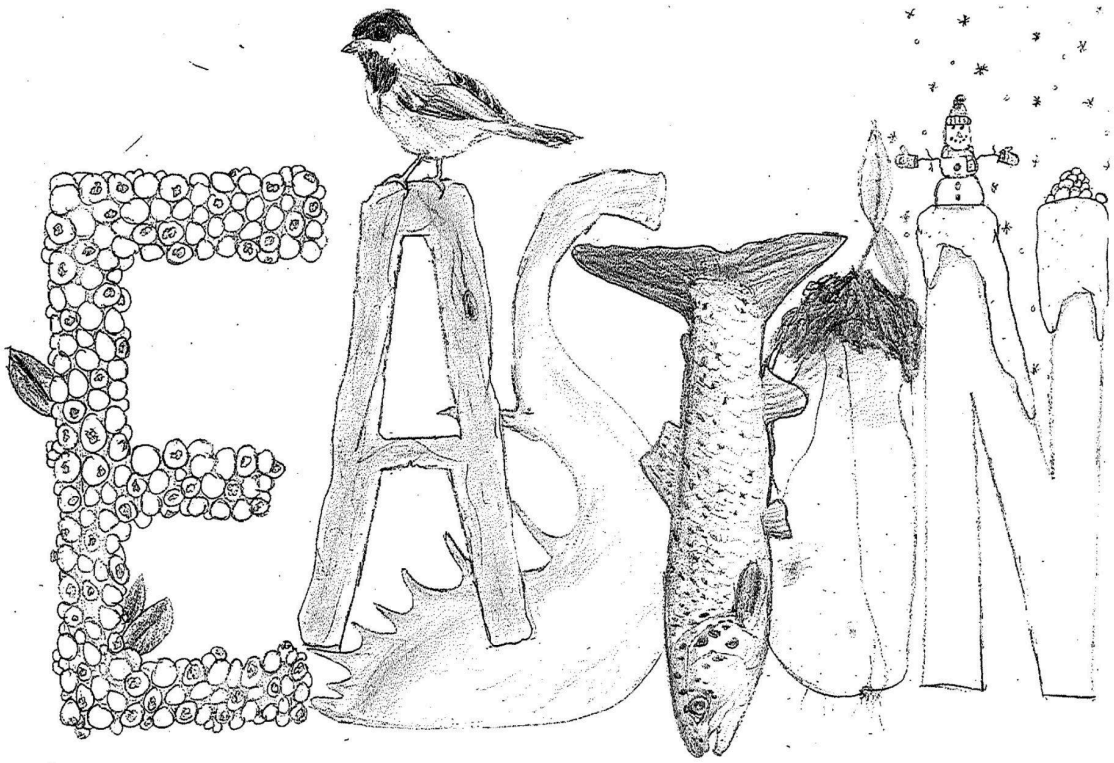
2026-2027



Artwork by Hadley Parker, Class of 2031

EASTON JUNIOR SENIOR HIGH SCHOOL

PARENT/STUDENT HANDBOOK

"Small Schools Encouraging Big Dreams"

173 Center Road
Easton, Maine 04740
207-488-7702

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EASTON JR/SR HIGH SCHOOL
173 Center Road
Easton, ME 04740
(207) 488-7702
FAX: (207) 488-7707

School Committee

Andrew King, Chair
Nikki Guess, Vice-Chair
Rick Henderson
Brad Trask
Penney Siddiqui

Superintendent	Richard Lyons
Principal, Leader of Curricula	Laura Hunter
School Counselor	Emily Hill
Athletic Director	Kylee Lothrop
Administrative Assistant	Heidi Hewitt
Nurse	Kylee Lothrop

FACULTY

Heather Hale	Special Education 7-12
Pamela Kinsey	Music 7-12
Julio Morin	Foreign Language, Desktop Publishing, Video Production
Bryan Shaw	Physical Education, Health
Holly Robbins	ELA 9-12
Jennifer Donohue	Mathematics 9-12, Physics, Math Team
Emilee Lothrop	ELA and Social Studies 7 & 8
Monica Manzer	Science 7-12, Envirothon
Darren West	Social Studies 9-12, Psychology, APEX
Daniel Manzer	Science 9-12
Ashley Hull	Library Media Specialist/Mathematics 7-12

STAFF

Kristie Bate	Library Aide
Aaron Skinner	Educational Technician
Adam Metzler	Technology Coordinator
Clinton Adams	Custodian
Jacob Hatfield	Custodian
Joseph Tedford	Head Custodian

BELL SCHEDULE
2026-2027
MONDAY to FRIDAY
*Please note there will be no block scheduling this year.

8:00			Warning Bell
8:03			Announcements/Attendance
8:03	to	8:30	Homeroom
8:33	to	9:13	Period 1
9:16	to	9:56	Period 2
9:59	to	10:39	Period 3
10:39	to	10:46	Break
10:49	to	11:29	Period 4
11:32	to	12:12	Period 5
12:12	to	12:42	Lunch
12:26	to	12:42	Open Gym
12:45	to	1:25	Period 6
1:28	to	2:08	Period 7
2:11	to	2:51	Period 8

Easton Junior/Senior High School
173 Center Road · Easton, Maine 04740
(207) 488-7702 · Fax (207) 488-7707

LAURA HUNTER
Principal
Laura. Hunter@eastonschools.org

Emily Hill
Guidance
Emily.Hill@eastonschools.org

August 1, 2026

Dear Students and Parents,

This handbook, together with the Program of Studies will provide you all with information vital to the success of the students here at Easton Jr/Sr High School. Inside, you will find grading and reporting procedures, attendance, discipline and technology policy and procedures, yearly calendar of events and many other important aspects of the school. Please take the time to read through this information and contact the office with any questions.

The goal of Easton Jr/Sr High School is to provide each student with a positive and rigorous academic experience. The dedication of the students combined with support from the staff and community creates a climate where student learning and success are the focus. Here at Easton Jr/Sr High School, students have the opportunity and are encouraged to participate in a multitude of clubs, activities and athletic programs. These co-curricular and extra-curricular activities are an extension of the classroom and provide an experience where they may learn important life skills.

It is my hope that you all have a fulfilling year full of learning experiences and positive memories.

Yours in Education,

Laura Hunter

STUDENT RIGHTS AND RESPONSIBILITIES

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

A. Civil rights, including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;

B. The right to attend free public school in accordance with provisions of Maine statutes and policies of the School Committee; the responsibility to attend school as required by law;

C. The right to due process with respect to suspension, expulsion, or an administrative decision which a student believes has injured his/her rights; the responsibility to observe school rules and regulations essential for permitting others to learn at school;

D. The right to free inquiry and expression and to voice grievances; the responsibility to observe reasonable rules regarding these rights and to express themselves in a manner that does not materially or substantially disrupt the operation of the school or conflict with the school's basic educational mission;

E. The right to privacy regarding the content of student records – as defined by the Family Educational Right and Privacy Act – and the right to dress as he/she pleases within reasonable guidelines related to health, safety, and the avoiding of potential disruption; and

F. The right to be free from unreasonable searches and seizures; the responsibility to comply with school rules and policies.

ACADEMICS

ACADEMIC AWARDS

All students making honor roll and perfect attendance will be honored at our Annual Academic Awards Banquet. Students must be in attendance at the awards program in order to receive their awards. Prior notification must be given to the principal in order for waivers to be granted.

Point System - Points are earned based on quarterly performance. Grade seven students will take with them the points earned during the last quarter of their sixth grade year. Incoming freshmen will take with them their honor roll points earned in the last quarter of their 8th grade year.

Highest Honors	High Honors	Honors
3	2	1

*Note: Since the actual fourth quarter of the year is not completed until the last day of school and the banquet is prior to the last day, we would base the four quarters as: the fourth quarter of the preceding year plus the first three quarters of the current year.

The highest points attainable at the junior high level would be 24 points, the result of earning highest honors all 8 ranking periods. The highest four-year totals attainable would be 48 points, the result of highest honors status for 16 ranking periods. The following is the award system recognizing student excellence:

JUNIOR HIGH SCHOOL

22 Up Pts. - $30 Gift Certificate
16-21 Pts. - Excellence Pin
10-15 Pts. - Honor Roll Pin
4- 9 Pts. - Academic Letter

SENIOR HIGH SCHOOL

46 and Up = $100.00 Gift Certificate
36-45 Points = $50.00 Savings Bond
27-35 Points = Plaque
20-26 Points = Pocket Calculator
13-19 Points = Honor Pin
5-12 Points = Chenille Letter

ACADEMIC INCENTIVE

Any student having a second semester average of 92 or greater (average of third and fourth quarters) in a class will have the option of not taking the final exam in that particular class. However, the student may opt to take the exam if he/she so desires. This incentive has no impact on mid-year exams. All students are expected to take mid-year exams.

ADD/DROP PERIOD

Add/Drop Period will be from the first day of school through the Friday of the second week for the first semester, and through the Friday of the first week of the second semester. Dropping a course after this period will result in a failing grade of 55 and will be recorded on the student's transcript as such. Students must consult with the principal and/or guidance counselor prior to dropping any course. A course transfer is not considered to be a "drop" under most circumstances.

ADULT EDUCATION, CORRESPONDENCE AND COLLEGE COURSES may be taken for enrichment, but no credit will be awarded if similar courses are offered at Easton Jr./Sr. High School. No more than 1/2 credit will be awarded for any adult education or correspondence course taken outside the regular program. Any student wishing to receive credit for these courses must obtain prior approval from the principal and should work closely with the guidance director. Seniors may take college courses with the principal's approval. These courses are taken at the student's expense and the student must provide his/her own transportation.

CLASS STANDING

Students must meet minimum credit requirements in order to be promoted to the next grade. Students who do not meet the minimum requirements for promotion at the senior high will not be promoted to the next grade. These benchmark credit requirements are as follows:

- to be considered a senior - minimum of 16 credits, including 9 & 10 English
- to be considered a junior - minimum of 11 credits, including 9 English
- to be considered a sophomore - minimum of 6 credits

CLASS RANK

Class rank at the high school level will be determined by grade point average (GPA), calculated using the system of weighted grades approved by the School Committee.

Class rank will be calculated at the end of each academic year, except that class rank for the purpose of "Honor Parts" at graduation will be calculated at the end of the third quarter of the student's senior year and used for that purpose only.

Grades in physical education will not count toward GPA.

GRADUATION CEREMONY-HONOR PARTS

In recognition of student achievement, there will be four "Honor Parts" during the Easton High School graduation ceremony.

Awarding of honor parts will be determined using class rank, calculated using grades earned in coursework completed beginning in the ninth grade up to and including the third quarter of the senior year. In addition, to be eligible for an honor part a student must have completed the attendance requirement of two semesters in grade 11 and two semesters in grade 12 as a full-time day student at Easton High School.

Home schooled students and transfer students must meet the attendance requirement in order to be eligible for honor parts.

The class ranking for honor parts at graduation will not affect overall academic ranking for college reporting or other purposes.

ALL CREDITS WILL BE OFFERED ON A SEMESTER BASIS. Chorus is 1/2 credit per year. Band is 3/4 credit per year. Band and chorus can be taken in any combination to satisfy the Fine Arts credit. Health and Physical Education will meet 2-3 times per week depending on grade level.
Juniors and seniors may take the following two-year vocational courses, which yield 3 credits per year:

PRESQUE ISLE TECHCENTER

Animal & Veterinary Science I & II
Building Trades I & II
Business Technology
Cosmetology I & II
Natural Resources
Electrical Construction
Engineering Technology I & II
Early Childhood Education
Industrial & Farm Mechanics
Plant & Soil Science

CARIBOU TECH CENTER

Agriculture I & II
Auto Collision Repair I & II
Automotive Technology I & II
CDL (1 year only)
Criminal Justice (1 year only)
Culinary Arts I & II
Emergency Medical Services (1 year only)
Fire Science (1 year only)
Health & Medical Sciences (1 year only)
Hospitality & Tourism I & II
Large Equipment
Outdoor Recreation (1 year only)
Residential Construction I & II
Welding I & II

Vocational students must use the transportation provided by Easton Jr. /Sr. High School unless other arrangements have been approved by the principal and tech center school administration. Any student requesting alternate transportation to or from a vocational school must bring a note from his/her parents on the day he/she needs alternate transportation and present it to the principal **before** 8:00 AM. Students taking cars to vocational schools may **not transport other students**.

GRADE REPORTS

Grade reports will be given directly to students at the end of each quarter. Fourth quarter grade reports will not be issued if a student has any outstanding accounts at EJSHS (example: a student who owes money in the cafeteria or a student who has not returned his uniform to the Athletics Department will not receive his/her grade report until the account has been cleared.) Below are the dates you can expect communication regarding your child's academic achievement.

	Progress Report & Eligibility Check	End of Quarter	Report Cards sent home with students & Eligibility Check
First Quarter	*September 15- Eligibility Check September 18	November 13	November 20
Second Quarter	*December 15- Eligibility Check	January 29	February 5

	December 18		
Third Quarter	*March 9- Eligibility Check March 12	April 9	April 16
Fourth Quarter	*May 18- Eligibility Check May 21	June 17	**mailed* June 24

*Progress reports will be pulled from Powerschool on the following dates: September 15, December 15, March 9, and May 18. Eligibility will be based off the grades pulled on the above listed dates. Students will be informed regarding eligibility on the following dates: September 18, December 18, March 12, and May 21st.

The system of grading is as follows:

97 - 100=A+	77 - 79=C
95 - 96=A	74 - 76=C-
92 - 94=A-	70 - 73=D
89 - 91=B+	0 – 69=F (No Credit)
86 - 88=B	I=Incomplete
83 - 85=B-	
80 - 82=C+	

Incompletes must be made up within 2 weeks after the close of the ranking period. Students will be granted a longer time for extenuating circumstances if they are approved by the Principal.

GRADUATION ELIGIBILITY

The Easton School Committee requires a minimum of 23 Carnegie credits for **graduation**. These credits must include:

English	4 credits
Social Studies	3 credits (must include U.S. History I & II)
Mathematics	3 credits
Science	3 credits
Fine Arts	1 credit
Health	1/2 credit
Physical Education	1 credit

Students are also required to complete forty hours of service learning (B.E.A.R.S.) as a requirement to graduate. This will be pro-rated at a rate of 5 hours per semester for students who attend Easton High School for less than four years as provided in policy IHAKA, Service Learning. Judicially ordered community service acts or hours along with any service hours completed during the school day will not count toward the service learning graduation requirement. Service must be performed for a non-profit organization or other individuals for "no pay". Community Service is not awarded for work done in your own home, baby-sitting, or work done for relatives. Ten hours must be completed each year, in order to be promoted to the next grade level.

Seniors must meet all graduation and credit requirements in order to participate in any senior or graduation related activity or event. Failure to meet these requirements will result in a student becoming ineligible for such activities at the moment that ineligibility becomes known.

The administration reserves the right of exception to this policy under extreme and extenuating circumstances. Such conditions might include, but not be limited to, a student having a valid medical excuse that may prevent the student from taking final exams. Other than under such extreme circumstances **exceptions will not be made.**

HONOR POLICY

The faculty, administration, and students of Easton Jr./Sr. High School believe honesty to be an extremely important virtue. We do not condone dishonest behavior or cheating in any form. Plagiarism is cheating whether it is on homework, reports, projects, quizzes or tests. The penalty will be the same as for cheating.

There are many forms of cheating. Examples are:

A. Obtaining or providing copies of a quiz or test prior to the testing or quizzing situation.
B. Obtaining or providing homework answers.
C. Looking at another student's test or quiz during the test or quiz period or allowing a student to look at your test or quiz.
D. Asking for or giving an answer during a test or quiz.
E. Plagiarizing any type of written or oral report.
F. A student who took a course a year ago and provides "inside" information to an underclassman may be suspended.
G. Use of any Generative Artificial Intelligence sites or programs without teacher permission will be considered cheating and a violation of the honor policy. If permission is given, students must give credit to GAI. GAI, when permitted, is meant to be used as a tool to aid learning and not replace traditional learning methods. (For Further info please see policy IJNDD-R)

We believe that when students cheat or teachers do not react to a cheating situation, the integrity of our school and each of us is at risk. Therefore, we believe the issue to be important enough to establish the following policy.

I. If a teacher suspects that a student is cheating, the teacher will discuss the suspicion with the student privately. The teacher will decide whether an immediate or a delayed discussion is more appropriate.

II. If any teacher has knowledge that a student is copying another student's homework, both papers will be confiscated and given to the teacher of that class. Both students will receive grades of zero for that assignment. Any infringement of this item will be referred to the guidance director for counseling. The counselor will document the referral in the guidance file. A second referral will result in the information being forwarded to the principal who will notify the parents. (The principal and guidance director will keep a documented record of all honor policy violations)

III. If a teacher proves or reasonably concludes that a student is cheating on a quiz, test, or research paper the student will receive a grade of zero for that assignment. The student will be counseled, the principal informed, and the parents notified.

IV. Upon student request, any infraction of items II or III may be appealed to a review committee of three teachers or two teachers and the president of the student council.

In addition to the above, further consequences may occur in accordance with the gravity of the individual situation or a documented pattern of academic dishonesty. These consequences may include:

- A detention, Saturday detention, or suspension from school
- Exclusion from Honor Roll for a period one year;
- Exclusion from any event in which the participant is representing Easton School Department
- Expulsion from extra curricular activities for a period of one year,
- Dismissal from the class and having to retake the class the next school year (not eligible for summer school)

HONOR ROLL

Honor Roll is determined each quarter using a student's **weighted grade point average (GPA)**, which is calculated based on the GPA points earned in all applicable courses and the credits assigned to those courses.

Physical Education (PE) is **not included** in the GPA calculation; however, the PE grade **is considered** when determining eligibility for Honor Roll course grade thresholds.

Pass/Fail courses are not included in either the GPA or Honor Roll calculation.

Students with incompletes cannot be considered for the Honor Roll.

Students must meet both the required weighted GPA average and the minimum course grade requirement for one of the following distinctions:

- **Highest Honors:** Weighted average of **93 or higher** with **no course grade below 83**.
- **High Honors:** Weighted average of **90 or higher** with **no course grade below 80**.
- **Honors:** Weighted average of **87 or higher** with **no course grade below 77**.

PROGRESS REPORTS

Progress reports are tabulated at the end of the 5th week of each ranking period. All students will receive a progress report for each quarter & this can be viewed by logging into your PowerSchool account. Progress Reports may be sent to parents at any time on an as needed basis. Parents may request progress reports at any time. To request a paper copy of your child's progress report, please contact the main office.

PROMOTION/RETENTION POLICY

Junior High students will be promoted unconditionally to the next grade if they pass at least three of the four core subjects (ELA, Mathematics, Science and Social Studies) for the year. Students who fail two or more of the core subjects for the year may be promoted with the recommendation of the teacher and approval of the administrator and may require successful completion of a summer school program. The subjects taken in summer school will be those failed. Students may attend summer school for up to three weeks. Any tuition or other costs for the program will be the responsibility of the parent(s)/guardian(s).

REGISTRATION

Registration for courses will occur in the spring of each year with input from the guidance director, parents and the student. All students must be scheduled for at least six credits per year. Approval to carry less than six credits must be granted by the principal. Please refer to the Easton High School Program of Studies for detailed information regarding our academic program.

WEIGHTED GRADES POLICY

PHILOSOPHY—During the secondary school experience, students have the responsibility to make choices, which potentially provide alternatives and opportunities for the future. Accordingly, the Easton School System wishes to encourage and reward students who select rigorous courses by instituting a weighted grade system. Courses are classified under three levels of difficulty (LOD) and are weighted accordingly for the purpose of determining class standing and honor rolls. Increments of 2, and 4 are added to the grades of LOD II and LOD III course respectively.

- LOD I—Courses of average difficulty
- LOD II—Courses of above average difficulty and courses that are highly recommended for students preparing for college.
- LOD III—The most challenging elective courses

Class standing will be determined at the end of each school year, based upon the weighted average. Class standing for graduation will be determined at the end of the third ranking period of the senior year. A complete list of weighted classes may be obtained in the office.

ATTENDANCE

Daily attendance at school is one of several essential factors in a student's achievement of academic success. Parents are responsible for the attendance of students who are under 17 years of age. School personnel cannot force attendance. We can only provide an appropriate educational environment that is conducive to creating positive academic gains for each of our students. The rest, including maintaining high standards for punctuality and attendance, is up to the individual student and his/her parents. The entire professional staff feels very strongly that a student cannot receive full benefit from the programs at Easton Jr/Sr High School unless he/she is in full attendance. Secondary school students 20 years of age or older will only be admitted to the school unit with prior School Committee approval.

In accordance with **Maine State Law**, students are required to attend school until the age of seventeen unless specifically listed conditions under the law are met. According to this law the only *excusable absences from school are:

1. Personal illness
2. Appointments with health professionals, ***that must be made during the regular school day***
3. Observance of religious holidays
4. Family emergencies
5. Planned absences for personal or educational purposes, *which have been approved by school officials*

*It should be noted that the term "excusable absences" is as it applies to State Law Mandates only. It does not necessarily have any bearing on the absence being "acceptable" and therefore not affected by the following local policy. *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.*

APPEAL PROCESS

Parents of a student who exceeds the attendance limit and is assessed a grade of 65 may appeal the case by submitting a written request to the high school *principal*. If the appeal is denied they may then appeal to the *superintendent*. Students should take an active role in monitoring their attendance status. However, student requests to look at attendance records during school hours places an unreasonable burden on office personnel. Since the school will keep parents informed on a regular basis, we do request and encourage students who are interested in their attendance record to communicate with their parents on this issue.

ATTENDANCE INCENTIVE

Any student who has a passing grade for the fourth quarter **and** the year and who also has less than four excused absences, no unexcused absences, and less than 3 tardies for the year will have the option of not having to take his/her final exam. Excused tardies for medical appointments when accompanied by official documentation will not be counted for this incentive. *Please note:* Any student excused from the final exam due to this attendance policy has the option of taking it and having it count if it helps his/her grade.

ATTENDANCE NOTIFICATION

1. Parents will be notified by mail when their student has four absences in one QUARTER in a given course. This notification will include absences from school-sponsored activities although these will not be counted towards the loss of grade. Including these absences will be for parental information only.

2. Parents are to notify the principal's office before 8:00 A.M. the morning of their child's absence. If the office does not receive a call, every effort will be made to contact parents. Students returning to school after an absence should also provide a note from the parent indicating the reason for the absence. **Any absence determined to be unexcused will result in the make up of time by the student. One day of unexcused absence will result in two**

Saturday detentions of three hours each.

ATTENDANCE POLICY

1. When a student accumulates in excess of 5 absences (**either excused or unexcused**) for any one QUARTER, the student will receive a grade of 65 or his/her earned average, whichever is lower, for that quarter. This grade will be recorded on the student's transcript. This applies to classes meeting the equivalent of five (5) days per week.

2. In courses meeting less than five (5) times per week, the absences per QUARTER may not exceed 3.

Realizing that times for medical appointments are often a matter of the health care provider's choice as opposed to parent's wishes, these missed classes will nonetheless be included as part of the policy. Absenteeism as a direct result of personal illness will also be included under this policy subject to the same grade 65 penalty. Most "normal" reasons for absences will also fall into the same affected category including, but not limited to, general illness, appointments of all types including drivers tests and unforeseen circumstances.

EXCEPTIONS TO ATTENDANCE POLICY

1. The only exempted circumstances, in other words those which will not be affected by the policy, include a **severe illness/injury that incapacitates a student** and is accompanied by a physician's note which designate the exact day(s), or absences which result from **an ongoing chronic medical problem as supported by a physician's note.**
2. School planned trips or activities that require students missing classes **will not count** as part of the 5 allowable absences.
3. If a student enrolls in school or in a course after the school year has begun, the number of absences will be adjusted consistent with the amount of time the student is enrolled in the course. Extenuating circumstances may be considered.

LEAVING OR RETURNING TO SCHOOL

When a student wishes to leave school prior to normal departure time, he/she must first complete an absence slip. This form must be obtained from and signed by the principal or secretary. This form should be obtained between 7:45 and 8:00 AM whenever possible. It will also be necessary for the secretary or principal to speak to the parent or guardian. A student **will not be allowed to leave campus** if we do not have a note from the parent or have not spoken to the parent. Again, parents are encouraged to make necessary appointments that do not conflict with school attendance.

When a student returns to school after being absent or tardy, he/she must complete an absence slip prior to attending any classes. This slip will indicate whether or not the absence was excused. Students who do not sign-in will be considered absent until they do so. STUDENTS MUST ALSO RETURN WITH A NOTE FROM THEIR PARENT OR GUARDIAN INDICATING THE REASON FOR THE ABSENCE.

If a student misses school due to illness, the student may not attend or participate in any evening events. This includes concerts, performances, and athletic events.

MAKE-UP

If a student does not complete or do an assignment, the teacher may assess a zero. The teacher may also give the student the option of passing the late work in the next day in class. If that is not done, the student will be expected to stay for **MAKE-UP AFTER SCHOOL THAT NIGHT.** Work not completed due to absenteeism will be handled slightly differently. When a student returns after an absence he/she is expected to be responsible for assignments missed. **Getting missed assignments should be done before school, during homeroom or break, or after school on the day he/she returns**. It is not appropriate to expect a teacher to give up class time to go over missed assignments of any length. The student who returns to school after an absence is expected to make up the work with the following schedule:

Absent one day	Two school days to make up work
Absent two days	Three school days to make up work
Absent 3 to 5 days	Five school days to make up work

Beyond five days, the principal and teachers will determine an appropriate time period. By the end of that period of time if the student has not completed the work, he/she will stay for **MAKEUP AFTER SCHOOL THAT NIGHT FOR UP TO ONE HOUR AND EACH DAY THEREAFTER UNTIL THAT WORK IS SATISFACTORILY COMPLETED.**

The following are points to consider:

- Make-up after school will continue until the work is completed.
- Each individual teacher may grant an extension for assignment completion if special circumstances should warrant it.
- Make-up is to be given top priority over any other thing including meetings and practices.
- If a student skips make-up, a half-hour detention will be issued to the student in addition to the make-up still needing to be handed in to the teacher(s).

PHYSICAL EDUCATION PARTICIPATION

Students must provide their own physical education clothing. **Students who need to be excused from physical activities due to a health condition must have a written note acceptable to the instructor and principal. Excusals for more than two classes must have a doctor's written explanation.** These must be presented to the principal or secretary prior to class. Students are expected to change and participate in all classes. Failure to change and/or participate in physical education class is an unacceptable behavior that greatly diminishes a student's ability to learn skills and strengthen their body. The teacher will discipline a student who does not change/participate initially and alternative assignments may be required. If a student fails to change/participate a second time in a nine-week grading period, he/she will be required to make up the class when the teacher is available. A third incident will result in a meeting with the principal and parents, and may result in the student being dropped from physical education with a failing grade for the semester.

REGIONAL TECHNOLOGY CLASSES

Regional technology students must be in attendance for all of their academic and vocational classes. Due to a variety of school calendar conflicts that occur during the school year, there will be some days that students will have vocational classes only and other days when they will have academic classes only. Technology students must attend all classes at both schools regardless of school calendar conflicts. Students will need a signed permission form to be released from

school on days when vocational classes do not meet.

SKIPPING CLASS

Missing any part of class for unexcused reasons will result in a full make-up of the time missed. In addition, a detention or suspension may be assessed to deter this behavior.

TARDIES

Students exceeding three tardies to school during any part of the morning will be required to serve one hour of Saturday Detention for each additional tardy beyond three. **This will be cumulative through the entire school year.** An exception to this will be a student who has an early morning medical appointment **AND** has **a note from that health care provider**.

In addition to being prompt in arriving at school, it is also important that students are prompt in getting to class. If a student is tardy to class, the teacher may assess an after school detention.

BEHAVIOR & CONSEQUENCES

BULLYING POLICY

Bullying Prohibited

Bullying, including "cyberbullying," is not acceptable conduct in Easton schools and is prohibited.

Retaliation for the reporting of incidents of such behavior is also prohibited.

In adopting this policy, it is not the School Committee's intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the School Committee 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 School Committee 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.

CLOSED CAMPUS

All students are required to remain on campus (school property) from the time they arrive in the morning until they leave at the end of the school day, including lunch periods and study halls. This applies to students who arrive on foot, by bus or by any form of private transportation. Students who attend vocational schools for part of the day are required to remain on campus until they leave for, and/or after they return from, their vocational program. Students who violate this policy will receive the following consequences:

1. First Offense - Three hour Saturday detention
2. Second Offense - Three-day suspension from school
3. Third Offense - Ten-day suspension from school.
4. Subsequent offenses will be referred to the Superintendent for further action, which may include an expulsion hearing before the board.

Automobiles are off-limits once the student has arrived at school unless the principal or designee has granted permission. Students leaving school grounds at the end of the day may not return until all buses have left.

VOCATIONAL STUDENTS

Students participating in Vocational may be permitted to leave campus during times when those programs are not in session or are following an adjusted schedule. However, students must return and attend any scheduled Easton classes.

Students who are failing *any* class will not be allowed to leave campus during these times and must report to the library for study hall.

DISCIPLINE

I. Classroom teachers will handle minor disciplinary problems. Extreme or repeated misbehavior will result in the student being sent to the office with either a written note or email (brief

explanation of the reason) and/or personal appearance by the teacher. If the problem is serious this should be done immediately. The teacher should take reasonable actions necessary to see that the student arrives at the office.

II. The principal will adhere to the following procedure in disciplinary situations:

A. Collection of information from faculty, students, etc. regarding the situation.
B. Determination of guilt or innocence based upon available information.
C. Decision regarding punishment (if any) to be given. Factors considered (but not limited to) include:
    1. Degree of proof available
    2. Seriousness of situation
    3. Frequency and seriousness of previous disciplinary situations
    4. Attitude of student
    5. Determination as to what is best for the student and the school
D. Consequences may include:

1. **Detentions**---may be assessed to a student for violations of rules described in the student handbook or infractions within the classroom. No detention shall last more than one hour on any given night unless mutually agreed upon.

a. Office Detention - Student will serve an office assigned detention after school in room 9 which is the designated detention hall. The teacher on duty will expect all students to have work to do, no talking, no food or drink and students may not "work together" on assignments. Any misbehavior or violation of detention hall rules will result in an automatic half hour detention to be served the next night. Detentions will be served after school on the same day they are assessed.

b. Classroom Detention – Students will serve any detention, which has been assessed by a teacher in the classroom setting, with that teacher. These detentions may be for but are not limited to: tardiness, pattern of inadequate work or disruptive behavior. Failure to report for detention will result in administrative referral and further action. A student who continually or repetitively disrupts a class may be removed, with loss of credit, from that class for the remainder of the semester

c. Saturday Detention - A three (3) hour block 8:00 AM to 11:00 AM. Students must be prompt or will be considered absent. No shows must be made up **plus**:

1st Offense	1 Day In-School Suspension
2nd Offense	5 Days Out-of-School Suspension

2. **Suspensions** - up to ten (10) school days (may be in-school or out-of-school). In the case of suspension (in-school or out-of-school) students may not participate in or attend school-sponsored activities until the suspension period has ended.

3. **Parent meeting with Superintendent and building principal**

4. **Recommendation to the school committee that the student be expelled.**

Parents may appeal the principal's decision to the superintendent and the superintendent's decision may be appealed to the school committee.

DISCIPLINE HEARINGS

We believe that all students should be held accountable for their actions. Furthermore, we believe that students should not interfere with the rights of others to obtain a quality education. In most situations, administrators will handle issues of discipline and will use their professional judgment and experience in providing behavior counseling and consequences for students. However, in those instances where there are serious, ongoing issues with a student, a hearing before the School Committee will be required to determine whether the students will remain in school and under what conditions.

A hearing before the School Committee will be required when a student shows through repeated behavior that he/she is unwilling to cooperate. Before a hearing with the school committee takes place, a meeting will be held with the parents/guardians, building principal, and superintendent. The hearing will be convened when any of the following occurs:

- A student receives two major suspensions (five days or more each) in the same school year.
- A student receives a total of five suspensions (out of school and/or in school) in the same school year.
- The Superintendent recommends a hearing and the Committee Chair agrees.

The Superintendent and Committee Chair will jointly determine whether the hearing will be at the next regularly scheduled Committee meeting or if a special meeting needs to be called.

HARASSMENT POLICY

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

Harassment includes but is not limited to verbal abuse based on race, color, sex, religion, ancestry or national origin, or disability. Harassment that arises to the level of physical assault, battery, and/or abuse is also addressed in the School Committee policies of weapons, violence and school safety.

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.

Harassment/sexual harassment is considered grounds for disciplinary action that may include suspension, expulsion, or other appropriate measures. Students should report such incidents of either sexual harassment or general harassment to any member of the school staff. These matters will be handled using the standard disciplinary protocol on page 18.

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.

Persons who violate this policy may be subject to disciplinary action that may include suspension, expulsion, or other appropriate measures as outlined in the discipline policy on page 18. If an organization affiliated with this school unit authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit. These penalties shall be in addition to any civil or criminal penalties to which the violator of organization may be subject.

SUBSTANCE USE AND ABUSE – DISCIPLINARY PROCEDURES

The Easton School Committee is committed to keeping its students chemically free. It recognizes the adverse impact that the use and abuse of illegal substances has on the student user, other students, staff and the educational environment.

SEARCH AND SEIZURE

In the event of suspicion that a student is under the influence of, in possession of, or has sold or transferred alcohol or other illegal drugs, the school administrator shall take the following measures:

1. The administrator shall immediately conduct a search, with an adult witness when available, of school property for suspected contraband. It may be necessary to require the student to empty pockets, remove articles of clothing, etc. if the administrator has sufficient reason to believe that contraband might be found on the student. In the absence of an administrator, teachers or other staff members may need to administer the search and will report the findings to an administrator as soon as possible.

2. If suspected contraband is found, police will be notified when appropriate. Suspected contraband may be turned over to police for verification or to be used as evidence.

3. The student's parent or guardian will be notified and requested to come to the school immediately.

CONSEQUENCES

A. Possession or Use of Alcohol or Other Illegal Drugs

1. First Offense

a. Verification and/or confiscation;
b. Administrator meets with student;

c. Notification of police, when appropriate;
d. Notification of parent/guardian;
e. Notification of Superintendent;
f. Ten day out-of-school suspension
g. Offer guidance and/or rehabilitation information

2. Second Offense (within calendar year - 12 month period) follow steps "a" through "g" above; and

B. Furnishing or selling of Alcohol or Other Illegal Drugs

Follow "a" through "g" as listed for possession or use, first offense.

Maine Tobacco Law – Student possession and use of tobacco products of any type are prohibited on school grounds. Maine law prohibits possession and use of tobacco products by anyone under the age of 21. Violation of this policy will result in:

First Violation

1. Parents/guardians shall be sent written notice regarding the tobacco violation, which shall be signed by the parent/guardian and returned to the school.
2. Up to three days in-school suspension. The student will read a School Committee provided packet of information about tobacco products and complete an accompanying question/answer page in a satisfactory manner.
3. The student will not be allowed to participate in any extracurricular activities during the suspension period. (Athletes shall be governed by the Easton School Department Athletic Code)

Second Violation

1. Parents/guardians shall be sent written notice regarding the tobacco violation, which shall be signed by the parent/guardian and returned to the school. A parent/guardian shall also be required to meet with the principal within five days of the violation. Law enforcement officials will be notified.
2. Up to five days out of school suspension.
3. The student will not be allowed to participate in any extracurricular activities during the suspension period. (Athletes shall be governed by the Easton School Department Athletic Code)
4. The student shall be referred to the school counselor.

Third Violation

1. Parents/guardians shall be sent written notice regarding the tobacco violation, which shall be signed by the parent/guardian and returned to the school. A parent/guardian shall also be required to meet with the principal within five days of the violation. Law enforcement officials will be notified.
2. Minimum of ten-day suspension.
3. The student shall be referred to the school counselor or other resource available to the school.

4. The student will not be allowed to participate in any extracurricular activities during the suspension period. (Athletes shall be governed by the Easton School Department Athletic Code)

Note: For persons under age 21, Maine State Law requires a minimum fine of $500.00 for the first prosecution, $1000.00 minimum for the second prosecution and a minimum fine of $1500.00 for any subsequent prosecutions.

CHEMICAL USE AND/OR ABUSE AT A SCHOOL FUNCTION OR WHILE PARTICIPATING IN AN EXTRA-CURRICULAR ACTIVITY

If a student is in the possession of or using a prohibited substance at a school function, the following will occur:

1. Removal from function
2. Call parent or guardian and police to assume responsibility
3. Notify school administrator
4. If parents cannot transport, have police transport
5. If student must be driven home, be certain two adults are involved in the process
6. Follow regular procedures for possession and/or use

Violation of State Liquor & Tobacco Laws Involving Minors

The Easton School Department is committed to keeping its student body chemically free and supports state laws that forbid the sale and distribution of alcohol and other drugs to minors.

When a school administrator receives information about a situation where the selling or furnishing of alcohol or other drugs to minors may occur or learns about student parties where violations occur, it is the school administrator's job to:

1. Notify proper authorities such as the Bureau of Liquor Enforcement and
2. Call the parent, relate the information they have and inform them of liquor law.

THREATS

Any type of threat to the well being of the school community is ground 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.

Threats, whether real and carried out or intended as a prank or for some other purpose, represent a potential danger to the safety and welfare of the students and staff and to the integrity of school property. Threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services.

Bomb threats will be regarded as an extremely serious matter and treated accordingly. A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher or other employee in a position of authority. A student who fails to report information or knowledge of a bomb threat may be subject to disciplinary consequences, which may include suspension and/or expulsion.

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat or any student who encourages, causes, aids or assists another student in communicating a

bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution.

In addition such student(s) shall be subject to disciplinary action by the school. The administration may suspend and/or recommend for expulsion such student(s). A student who is found, after hearing by the Board, to have brought a bomb to school shall be expelled from school for at least one year. The Superintendent may modify the requirement for expulsion based on individual circumstances. Also the school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity. Time may be rescheduled on a weekend or vacation day or after what would normally be the last day of the school year.

EDUCATIONAL RESEARCH

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

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

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student. Parents may opt their child out of participation in any survey, analysis or evaluation.

GENERAL RULES

ACCEPTABLE USE POLICY - All students may earn the privilege of accessing the Internet after the students & their parents have read and signed the Acceptable Use Policy. Violation of this policy will result in suspension from Internet access and possible additional consequences depending on the seriousness of the offense.

ARRIVAL/DEPARTURE - Students are not allowed in the building before the first bus arrives or after the last bus leaves or on weekends unless they are under the direct supervision of a faculty member or coach. Students may not be in or near the ELEMENTARY SCHOOL except during breakfast, hot lunch or if sent by school personnel. Students are expected to comply with all supervision rules and expectations of both buildings.

DRESS CODE- Philosophy:

The Easton School Committee believes the student dress code should maintain a safe and respectful learning environment. The school expects students to dress in a way that does not have a disruptive influence on the school program or affect the health and safety of others. Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming.

In keeping with the goals of the school to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development the following expectations will be enforced.

> Basic Principle: Certain body parts must be covered for all students at all times. Clothes must work in a way that covers the torso and buttocks with opaque fabric.

- Dress appropriately for the occasion and the season.
- Hats may be worn in the school building but must be removed during assemblies, presentations and in the classroom. (The gym is a classroom during school hours)
- Underwear must not be visible when moving, sitting, or standing (holes in clothing must not show undergarments)
- Articles of clothing which display tobacco, drugs, or alcohol may not be worn.
- Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- Articles of clothing with displays that are sexual, vulgar, lewd, or indecent or include insulting words (e.g. racial or ethnic slurs) are not permitted.
- Clothing that is destructive of school property (eg. cleats, pants with metal inserts that may scratch furniture, etc) are not permitted.
- School administrators and teachers may require special clothing for health and safety reasons for students participating in physical education, certain extra-curricular activities, programs that work around or with machinery or other necessary programs. No particular brand will be required.

- Costumes/pajamas are not permitted with the exception of school sponsored dress-up days/activities.

If you are genuinely in doubt about whether an article of clothing meets the standards or not, please do not wear it. For items of dress not covered above, the administration shall make a determination based on the spirit of the dress code.

Dress Code Enforcement:
Any student in violation of this code will be notified and requested to change their apparel before reentry into class.

1st offense: change clothing, warning
2nd offense: change clothing, parents notified, 30 minute office detention
3rd offense: change clothing, parents notified, 1 hour office detention
4th and further offenses: change clothing, parents notified, Saturday detention
Adopted May 1, 2023

GRADUATION CAP DECORATING- The Graduation ceremony held at Easton Jr/Sr High School is a formal ceremony. Adorning graduation caps disrupts this professional atmosphere and diverts attention away from academic achievements, thus it is strictly prohibited. While we acknowledge that each student is distinctive, graduation serves the purpose of celebrating the collective academic achievements. We feel students can find alternative avenues other than graduation to express their individuality and celebrate this important milestone.

WIRELESS COMMUNICATIONS/PERSONAL ELECTRONIC DEVICES

To maintain a focused, respectful, and distraction-free learning environment, Easton Jr./Sr. High School maintains a bell-to-bell prohibition on student cell phones and other personal wireless electronic devices.

This procedure applies to:

- Cell phones;
- Smartwatches;
- Wireless earbuds and headphones;
- Personal music devices;
- Beepers and pagers; and
- Other personal devices capable of wireless communication, recording, messaging, gaming, or internet access.

Upon arrival at school, students must turn in all covered devices to the designated staff member or location. Devices will be secured in the school's locked storage system for the duration of the school day and will be available for students to retrieve following the final dismissal bell.

Students may not carry these devices on their person or store them in a locker, backpack, purse, or other location during the school day. This prohibition applies during classes, study halls,

passing periods, breaks, lunch, assemblies, and all other activities occurring between the beginning of the school day and the final dismissal bell.

Parents and guardians who need to contact a student during the school day should call the school office. Students who need to contact a parent or guardian may request permission to use the office telephone. Exceptions may be approved by the administration for documented medical, educational, or emergency needs.

The use of cameras, video recording, or audio recording through any personal electronic device is prohibited during the school day unless expressly authorized by a staff member for a specific instructional purpose. Students must obtain permission before photographing, video recording, or audio recording another person. Cameras and recording devices are strictly prohibited in bathrooms, locker rooms, and other areas where individuals have a reasonable expectation of privacy.

Personal music accessed through school-administered laptops may be permitted at the discretion of the classroom teacher. Personal messaging, social media use, gaming, and other non-instructional communication through school-administered devices are prohibited. Violations involving school-administered devices will be addressed in accordance with the school's Acceptable Use Policy.

Failure to turn in a covered device at the beginning of the school day, possession or use of a device during the school day, or refusal to surrender a device when directed will constitute a violation of this procedure. The device will be confiscated and secured in the school office. The following progressive consequences will apply:

First infraction:
The device must be picked up by a parent or guardian at the end of the school day.

Second infraction:
The device must be picked up by a parent or guardian, and the student will be assigned a 30-minute after-school detention.

Third infraction:
The device must be picked up by a parent or guardian, and the student will be assigned a one-hour after-school detention.

Fourth infraction:
The device must be picked up by a parent or guardian, and the student will be assigned a Saturday detention.

Fifth infraction:
The device must be picked up by a parent or guardian, and the student will be assigned one day of in-school suspension. The student will also lose the privilege of bringing any covered personal electronic device to school for the remainder of the school year.

Content on confiscated devices may be viewed by administration.

FOOD AND DRINK POLICY - No food or drink should be stored in lockers. Items may be confiscated, inspected and returned after school. Perishable lunch items may be stored in the student refrigerator. **Beverages in re-sealable containers are not allowed in lockers or in the building once they have been opened unless purchased from the school vending machine.** Violation of this policy will result in detention being assessed.

Door Dash Policy- Students are permitted to use "Door Dash" but ordering and collection of items may not happen during class or study hall times. The only times students may be able to collect their deliveries are during break time and lunch time. Violators will be given an office detention.

GAMES – Playing games on computers or electronic devices is prohibited.

INSUBORDINATION - Students must respect the authority of staff members. Insubordination is manifested by blatant disobedience, outright refusal to respond to a direction or directive, or refusal to respond to reasonable requests by staff members. Students exhibiting chronic disobedience will be considered insubordinate. If a student is insubordinate, the student's teacher may assign detention. Any staff member may refer an insubordinate student to the principal who will confer with the student and may assign detention or suspend the student. In addition, the principal may refer the student to the Superintendent of Schools and then the School Committee for further action.

MOTOR VEHICLES - Students may bring licensed snowmobiles and motorbikes to school as long as students operate them in a responsible manner and state of Maine laws are followed. E-bikes are prohibited unless they are Class 1 E-bikes, or riders are 16 years of age or older. Vehicles may not be driven on lawns or athletic fields. The speed limit is 5 MPH.

Snowmobiles are to be parked on the south end of the school in the field. Cars and trucks may park only in designated student parking areas. Student parking is along the end line of the Jr High Soccer field. Students are not to park in faculty/staff parking (rear of the building) or the front horseshoe drive. Students are not allowed to sit in parked automobiles at school. Unlicensed vehicles are not to be on school grounds. Students are asked not to enter school property by the elementary school entrance. Students are expected to use all recommended driving procedures required by law and may not enter, exit or ride on school property using excessive noise or squealing tires. Driving privileges may be revoked by the principal for violating any of these rules. NO ATVS ARE ALLOWED ON SCHOOL PROPERTY.

PHYSICAL CONTACT - An important part of the high school experience is growing through personal relationships. First and foremost, however, the high school is an educational setting and it is not considered to be an appropriate place to openly display affections to another individual beyond the scope of holding hands. Staff members will address inappropriate touching individually with students. If the behavior continues it will be handled through the office.

PROFANITY - Obscene language or gesture - The use of profane or vulgar language or lewd behavior will not be tolerated. Violation will result in detention or suspension. Vulgar or profane language addressed directly to a teacher or any other school employee will result in suspension.

STORAGE FACILITIES - Student use of all storage including but not limited to lockers, desks and parking lots is a privilege granted by the school. All storage facilities are the property of the Easton School Department and remain under the control, custody and supervision of the school. Students and parents must sign a locker waiver form in order for a student to be issued a locker. Any pictures, signs, etc. placed inside the lockers should be proper for the school environment. Any inappropriate materials will be removed and destroyed and disciplinary action may follow. **Lockers should be kept locked at all times.** Any problems with locker function should be reported immediately.

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

VANDALISM AND DAMAGE TO SCHOOL PROPERTY - Our school building and equipment cost the taxpayers to construct, purchase, and maintain. State law holds students (or parents) financially liable for damage to school property, including all books and equipment. Chapter 513,3772 of Maine State Law states: "If a minor injures or aids in injuring any schoolhouse, out buildings, utensils, or appurtenances belonging thereto; defaces the walls, benches, seats or other parts of said building by marks, cuts or otherwise; injures or destroys any school property belonging to an administrative unit, such administrative unit may recover of his parent or guardian in a civil action double the damage occasioned thereby."

Students will be billed for all lost or damaged items. All bills must be paid in full for students to receive their quarterly report card. Unpaid bills will result in the student receiving a new copy of the bill in lieu of their report card. When bills are paid, students will be given a copy of their report card. Students must have all bills paid in full in order to participate in all senior week activities.

VISITOR'S POLICY - The board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. To insure order and the safety of the students and staff in the schools, it is necessary to establish guidelines governing school visits. The superintendent or building administrator may prohibit the entry of any person to a school if there is a perceived danger to the safety of the students or staff.

1. Persons wishing to visit the school **MUST** make arrangements in advance with the school office in that building. Pre-arrangements are not needed for volunteers or library visitors.
2. Upon arrival at the school, visitors must register at the office, where they will receive a visitor's pass.

3. Staff members will be expected to require that a visitor show his/her pass.

   Parents/Guardians wishing to meet with school personnel must call/email ahead of time and schedule an appointment. Parents showing up at school to meet with administration or teachers will be reminded of this and asked to make an appointment that works for all parties.

Visitors are asked to honor the safety and security of everyone by honoring these rules.

WEAPONS, VIOLENCE AND SCHOOL SAFETY - The School Committee 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 School Committee policies, school rules, reasonable unwritten behavior expectations and applicable state and federal laws. School staff members are required to immediately report incidents of prohibited conduct by students to the building administrator for investigations and appropriate action.

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

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

Administrators or other delegated school officials shall take appropriate action against any individual violating this policy, including, but not limited to, student discipline and/or action taken by law enforcement officials as appropriate.

Students who violate this policy may be expelled under state law.

SCHOOL FUNCTIONS/ACTIVITIES

Students attending dances, ballgames, and other school functions are expected to conduct themselves in a dignified manner at all times. Students will remain inside the building during the function. School rules apply to school functions. Classes wishing to schedule dances or other functions must have at least two teachers for chaperones and must check with the principal for scheduling such events. Guests may attend dances, with prior permission from the office (The administration reserves the right to deny permission for anyone to attend any dance or social function). The guest is the student's responsibility and is expected to follow all EJSHS rules. Students should make requests for school aged guests at least two days in advance of the event to the principal. Any person who becomes a behavior problem will be asked to leave at the discretion of the chaperones. The dress code will be enforced at school dances.

ACTIVITIES at Easton Jr./Sr. High School include Student Council, Jazz Choir, Band, Spanish Club, Varsity Club, Class Activities, National Honor Society, Math Team, Yearbook, FFA, Senior Play & One Act Play. All students are strongly encouraged to become active participants in extra curricular activities. Detailed information regarding these activities can be found in the Easton High School Program of Studies.

All school clubs and organizations are required to process supply orders and deposit all funds through the Main Office. All orders must be approved first by the advisor and then the principal.

ELIGIBILITY FOR SCHOOL SPONSORED ACTIVITIES

Academic eligibility, attendance requirements, and behavioral expectations apply to all school-sponsored activities that remove students from instructional time or represent the school outside of the regular classroom setting.

This includes, but is not limited to, athletics, clubs, field trips, competitions, performances, leadership activities, and other school-sponsored events.

In order to participate in or attend these activities, students must meet the school's academic eligibility requirements, including passing requirements, and must be in good standing with attendance and behavior expectations. Students who are not meeting academic, attendance, or behavioral expectations may be restricted from participating in or attending school-sponsored activities.

Final decisions regarding eligibility for school-sponsored activities shall be made by the Principal or School Counselor.

ATHLETICS are an important part of the total program at Easton Jr/Sr High School. Soccer and basketball are offered as varsity sports. Participation in the Aroostook League volleyball championships is on a club basis. All students receiving athletic awards must be in attendance at

the Athletic Banquet to be eligible for their awards. Athletes must see the athletic director/principal prior to the day of the banquet if a waiver is to be considered. (See Athletic Code) The Athletic Code applies during the school year, during school-sponsored preseason activities before the first student day, and penalties may carry into the next season of participation.

ATHLETIC ELIGIBILITY - Academic eligibility at Easton High School is determined at quarterly progress report time (about half way through each quarter), at the end the r anking period **and** the semester. Students may not have more than one failing grade in a quarter **and** one failing grade in a semester in order to be eligible for the following quarter. All **Incompletes** will be treated as failures. All incoming freshmen and transfers who are eligible according to the Maine Principals Association will be eligible during their first ranking quarter. Summer school credit for subjects failed during the regular school year may, upon approval of the administration, be used to meet eligibility requirements.

ATHLETIC ATTENDANCE- In order to participate in an athletic contest or practice, student-athletes must be in attendance at school for the full school day on the day of the contest or practice, unless excused by a physician or granted prior approval by the principal or athletic director. For weekend contests, vacation-week contests, or contests held on days when school is not in session, the attendance requirement applies to the last school day prior to the contest.

Student-athletes are also expected to be in school on time and in attendance for the full school day following any athletic contest in which they participated, unless excused by a physician or granted prior approval by the principal or athletic director.

Student-athletes who are unexcused tardy or absent may not travel with or participate with the team for that day's athletic event or practice. Students are eligible for eight consecutive semesters from the date on which they entered grade nine. Students are eligible until the age of twenty, but are ineligible on their 20th birthday. All junior high athletics will follow the same guidelines.

*All Athletic practices are closed to the public.

**Reference the Athletic Handbook for further information

NATIONAL HONOR SOCIETY is an organization that recognizes and encourages academic achievement while developing the ideals of scholarship, character, service, and leadership. To be eligible for membership the candidate must be a sophomore, junior, or senior with a cumulative average of at least 85. Candidates shall then be evaluated on the basis of service, leadership, and character. The selection of each member to the chapter shall be by a majority vote of the faculty council. Students and parents should understand that no student has a right to be selected for membership in NHS. Also, no reasons need be given for non-selection. Students who are not living up to the NHS ideals at any time will be subject to disciplinary action that may result in suspension or dismissal.

SCHOOL FINANCES earned by school activities or paid as dues, will be turned over to the principal's office to be accounted for by the school administrative assistant. All money will be kept in the school's activity account. A monthly statement will be issued to each advisor

indicating class and club balances. Class treasurers should keep an accurate account of money raised by the class.

STUDENT SERVICES

COMPUTERS – The library has computers for student and public use. Students in grades 7-12 will be assigned a MacBook for use throughout the school year. All EJSHS computers remain under the supervision of the District. The District reserves the right to monitor all computers and Internet activity by students and employees. Neither students nor employees should have an expectation of privacy in their use of school computers. School computers should be used for academic purposes only.

E-MAIL - All EJSHS students will be issued an e-mail account in order to facilitate academic communication with their teachers and peers. Students may access their e-mail accounts before school, during the lunch break, during study halls, and after school. E-mail privileges are very closely supervised and may be revoked if misuse is discovered.

FIRE/EVACUATION DRILLS- Each classroom in EJSHS is clearly marked with a "Fire/Evacuation Procedure" sign. Drills are conducted periodically throughout the school year.

FOOD SERVICES - Students of EJSHS may eat at the elementary school's full-service cafeteria where breakfast and lunch are served. High School Students who bring lunch from home will eat in room # 6. Junior High cold lunch students will eat in the cafeteria. **Students may not eat lunch in the halls.**

The U.S. Department of Agriculture will continue reimbursing schools for **free meals to all students regardless of their income.

GUIDANCE OFFICE - Services are available to all students from 7:45 a.m. to 3:00 p.m. Students are encouraged to meet with their counselor to discuss any number of issues including course selection, career planning, post-secondary planning and issues of a personal nature. Students wishing to meet with the counselor should plan on meeting before or after school, during lunch, or during a study hall. Students will only be permitted to meet with the counselor during class time if there is an emergency. Parents are also welcome to meet with the counselor by appointment to discuss their child's progress and plans for the future.

HEALTH SERVICES - The Nurse has offices at both buildings to meet the health needs of Easton students. The nurse will oversee all requests for the dispensing of **medication** - Students will not be permitted to have in their possession, nor will they be allowed to take, prescription or non-prescription medication while at school unless the following is adhered to:

A. A written statement authorizing the use of such medication is received from the parent or guardian as authorized by the student's physician and school nurse.
B. Medication is to be kept in a location in the office approved by the principal.

C. Medication is to be in the original container, clearly labeled with the student's name, name of medication, and dosage.
D. Students will self-administer medicine under supervision of school personnel.
E. Exceptions to the above will be granted under written request of a physician.
F. Violations of this policy may result in disciplinary action.

Vision and Hearing Screening – Vision screenings are done annually in accordance with State guidelines; grades 7 and 9. A teacher or a parent may make a vision or hearing screening request at any grade level. Parents/guardians will receive a notice from the nurse if the results of their child's screening indicate a need for further follow up. It is the responsibility of the parent/guardian to follow up with their doctor as recommended.

LIBRARY - The Library and 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 Easton community are welcomed to use the library's print and online resources. The library will always offer a quiet study area. This means that students will not be allowed to talk or study together. This restriction will apply whenever the library is open. Food and drink are **not** allowed in the library. Any study halls held in the library will follow library rules. As students are responsible for lost or damaged books, library privileges may be withheld until restitution is made. Library materials are circulated on a two-week loan period with renewal privileges. Overdue materials may be subject to a fine and/or detention. Interlibrary materials are not renewable. Reference books are not removed from the library.

LOST AND FOUND - All personal items left in the hallways at the end of the school day will be moved to the Lost and Found, located downstairs. Every two weeks, items in the Lost and Found will be photographed and posted on the school's official Facebook page. Items will remain in the Lost and Found for an additional two weeks after being posted. Any unclaimed items after that time will be either donated or discarded, depending on their condition. Announcements will also be made regularly for students to check the lost and found.

NOONTIME GYM USE - The gym is available for student recreation from 12:26 until the end of lunch during inclement weather. Students will not be allowed to play on the gym floor in street shoes or street sneakers. Students will be expected to wear clean sneakers or socks in an effort to preserve the floor. Offenders will be reminded with a verbal warning on the first offense. On the second offense the offender will have his open gym privilege suspended for one week. Subsequent offenses may involve suspension of gym privileges for the remainder of the year. The gym may be used for a limited number of activities for safety reasons. The South end is used for basketball for students in grades 10 through 12. The North end by the office is reserved for grades 7 through 9. Students may enter the gym after the bell rings at 12:26 and should not enter the P.E. equipment room without authorization. Entrance to the equipment room will be through the gym only. No equipment shall be removed without proper authorization.

ONLINE GRADING SYSTEM - Parents of EJSHS 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. In order to gain access to PowerSchool, the school's student

information system, parents must be granted access through the school's main office/guidance office. 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 grades in a particular class at a particular time. Official grades and student records can be obtained by contacting the office.

STUDENT RECORDS - Cumulative student records, including standardized test scores, transcripts, and other pertinent information, are securely housed in the office. Even beyond graduation, a student may return 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 the 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 or computer lab. Study halls are **quiet study areas** and may not be used for socializing, napping, or playing games. The study hall teacher MAY allow students to STUDY together. However, this privilege will always be at the teacher's discretion. Students must bring books, writing materials, and/or appropriate reading materials to study halls.

SUMMER SESSION - EHS students may take a credit recovery summer school session at Easton Jr/Sr High School. A student who has failed a course during the regular school year is eligible to make up either a full or half credit of the failed course in summer school provided it is offered. Students must earn a semester average of no less than '50' in a course to be eligible to make it up in summer session.

TELEPHONE – Students may use the phone outside the office on a limited basis. **The phone is not intended for social calls.** It only may be used prior to the beginning of school, during break, and after school unless there is an *emergency*. Students will not be called from class or study hall to receive an incoming call nor may they leave class or study hall to make a call. **Permission must be granted by the office for all student phone use**.

UPCOMING EVENTS - In an effort to keep students and staff informed, the Principal's Office will post events on the road sign and on the Easton School Department website/Facebook page.

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. For more details, parents may call the Office of the Superintendent at 488-7701.

CALENDAR OF EVENTS **Please check our website frequently for changes

August	17-18 Teacher Workshop
	19 Classes Begin - Students Report
	25 School Picture Day - Dave Allen Graphics
September	7 Labor Day - No School
	15 Progress Reports
	18 Eligibility Check
	18 CACE Workshop- No School
	21-Oct. 9 Harvest Break – No School
October	12 Columbus Day / Indigenous Peoples' Day – No School
	19 Picture Retake Day
November	11 Veterans Day - No School
	13 1st Quarter Ends
	20 Report Cards Sent Home & Eligibility Check
	23 Parent/Teacher Conferences – Early Release
	24 Early Release- PD
	25-27 Thanksgiving - No School
December	15 Progress Reports
	18 Eligibility Check
	23 Early Release
	24- Jan. 1 Christmas Break- No School
January	1 New Year's Day- No School
	18 Martin Luther King Jr. Day -No School
	29 2nd Quarter Ends
February	5 Report Cards Sent Home & Eligibility Check
	10 Early Release - PD
	15 Presidents' Day - No School
	16-19 February Break - No School
March	9 Progress Reports
	12 Eligibility Check
	18 Early Release- PD
	19 Teacher Workshop- No School
April	7 Early Release- PD
	9 3rd Quarter Ends
	16 Report Cards Sent Home & Eligibility Check
	19 Patriots' Day - No School
	20-23 Spring Vacation - No School
May	6 Academic Awards
	18 Progress Reports
	19 Early Release- PD
	21 Eligibility Check
	25 Pops Night Concert
	31 Memorial Day - No School
June	9 Class Night
	11 Graduation
	17 4th Quarter Ends*
	17 Last Day of School *
	18 Juneteenth
	21 Teacher Workshop *
	24 Final Report Cards Mailed Home & Eligibility Check*

*Tentative
~ALL DATES ARE SUBJECT TO CHANGE.

Student Assessments (TBA), Thanksgiving Dinner/Veterans Assembly (TBA), Christmas Dinner (TBA), All Aroostook (TBA), Regional One Act Competition (TBA), Envirothon (April/May TBA), Special Olympics (May TBA), College Visits (TBA), Volleyball Tournament (TBA), Middle School Math Meet (TBA). For athletic events please see our Sports Calendar.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

A. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.

B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Easton School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

C. The right of consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school unit discloses educations records without consent to school officials of another school district in which a student seeks or intends to enroll.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

The school unit may make public at its discretion personally identifiable information from the education records of a student without parental consent if that information has been designated as directory information by the school. This school unit has designated the following information as directory information: the student's name, participation in officially recognized activities and sports, weight and height of athletes, honors and awards received, and other information that would not generally be considered harmful or an invasion of privacy if disclosed.

Such information will not be disclosed if the parent of the student informs the school unit in writing within 10 days of the first student day of the school year or within 10 days after enrollment, that such information is not to be designated as directory information to that student. Any such notice should be sent to the Superintendent of Schools at the following address:

Superintendent of Schools
33 Bangor Road
Easton, ME 04740

E. Federal Law permits military recruiters and institutions of higher learning to request and receive the names, addresses and telephone numbers of high school students upon request, unless the student's parents or eligible student notifies the school that he/she does not want such information released. **Such information will not be disclosed if the student's parent or eligible student notifies the school unit, in writing, that such information should not be released without his/her written consent.** Any such notice should be sent to:

Principal
Easton Jr./Sr. High School
173 Center Road
Easton, ME 04740

F. Under Maine law, the school unit shall not publish on the Internet without written parental consent any information whether directory or otherwise, 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.

G. Easton School Department is required by the Commissioner to collect and report student social security numbers as a way to provide school units with data about the long-term effectiveness of teaching and programs from early childhood through to college and the work force Easton School Department will be asking parents to provide written consent to use their child's social security number for these purposes. Parents are not required to provide a social security number. If a parent does not provide a social security number for a student, the child will still be enrolled in the school. Every student has a right to a public education, regardless of whether or not a social security number is provided. No child's social security number may be used for longitudinal data purposes without prior written parental consent. When a student

turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student."

NOTICE OF NONDISCRIMINATION

Easton School Department does not discriminate on the basis of race, age, color, national origin, sex, or physical or mental disability, in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

TBD - Affirmative Action Coordinator
33 Bangor Road
Easton, ME 04740

A.L.I.C.E TRAINING

Easton School Department faculty and staff have received A.L.I.C.E. training from the Maine State Police for active shooter situations. This training encourages school employees and students to use evacuation when it is safe to do so and teaches how to shelter in place when evacuation is not an option, as a response to an active shooter incident at our schools. The school may conduct drills or additional training for students and staff as the need arises.

ANNUAL NOTIFICATION OF ASBESTOS-CONTAINING BUILDING MATERIALS

The Easton Jr/Sr High School in the Easton School Department has been inspected for the presence of Asbestos-Containing Building Materials (ACBM's). The inspection did not detect any ACBM's at the school. The asbestos inspection report and document are available for your inspection at the Superintendent's office.

ANNUAL NOTIFICATION OF USE OF PHYSICAL RESTRAINT AND SECLUSION POLICY

On September 11, 2012, the School Board of the Easton School Department adopted a policy regarding the use of physical restraints and seclusion within our schools. A copy of this policy and procedures is available for review in the main office.