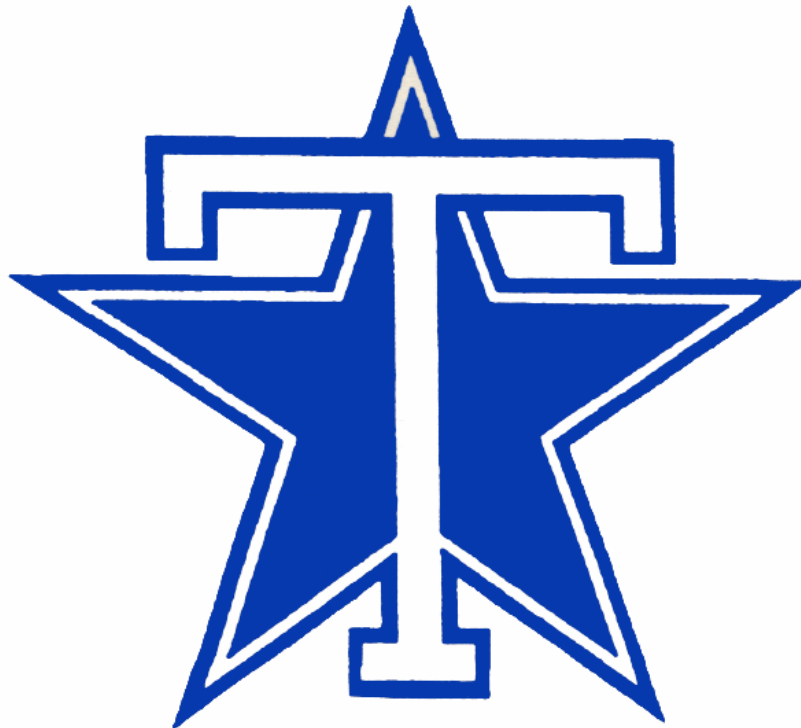


Telstar High School

2008-2009

Student/Parent Handbook



284 Walkers Mills Road
Bethel, Maine 04217
Telephone (207) 824-2136
Fax (207) 824-7130
Website www.sad44.org

*Maine School Administrative District #44
August 15, 2008*

TABLE OF CONTENTS

Welcome.....	3	Homework.....	24
Mission/Expectations.....	4	Honor Roll.....	25
School Calendar.....	5	Library.....	25
Faculty and Staff.....	6	MSAD #44 Policies.....	26
Alcohol and Other Drugs.....	6	Notice of Non-Discrimination.....	26
Attendance.....	7	Parking Lot.....	26
Backpacks.....	8	Physical Examinations.....	26
Bomb Threats.....	8	Portfolios.....	26
Buses.....	11	Questioning and Searches.....	26
Cheating.....	13	Schedule Changes	27
Civil Rights Policy.....	13	School Closing Announcements.....	27
Closed Campus.....	13	School Spirit.....	27
Co-Curricular Activities.....	13	Special Education.....	27
Code of Conduct.....	16	Student Records.....	28
Common Areas.....	19	Student Technology Use.....	29
Course Credit.....	20	Tardiness.....	29
Crisis Management	20	Telephones.....	29
Disciplinary Measures.....	20	Textbooks.....	29
Displays of Affection.....	20	Tobacco Products.....	30
Dress Code.....	20	Vandalism.....	30
Electronic Devices.....	21	Visitors.....	30
Fighting.....	21	Weapons.....	31
Fire Drills.....	21	Work Permits.....	31
Food Service.....	21	Appendix: Policy Index	
Graduation Requirements.....	22		
Great Expectations	22		
Guidance Services.....	22		
Hall Passes.....	22		
Harassment.....	22		
Hazing.....	22		
Health Services.....	24		

August 11, 2008

Dear Telstar High School Students and Parents:

This handbook consists of policies, procedures and information that are developed and provided to assure that you have a successful school year. Please read them carefully. Understanding and adhering to these expectations will help continue the outstanding Telstar High School tradition of academic excellence, student collegiality and community spirit.

Also, please read the Telstar High School Mission Statement, Expectations for Student Learning and Code of Conduct. It states what we as a learning community are continuously striving to create. It is our assurance to you that we share, care and work for the students, parents and communities of SAD44.

Parents please remain connected with us. Likewise, we shall strive to stay connected with you. Working together, we can maintain an outstanding school community.

On behalf of the entire Telstar High School staff, best wishes for a great school year!

Respectfully,

Daniel O. Hart
Principal

MISSION STATEMENT

The mission of Telstar Regional Middle/High School is to provide an education for every student. We strive to create lifelong learners through a rigorous and varied curriculum, a safe and respectful environment in which students feel valued and empowered, and a partnership with our communities.

EXPECTATIONS FOR STUDENT LEARNING

The Telstar community will provide a learning environment where students are expected to demonstrate that they

Academic

- communicate effectively, both verbally and in writing;
- read for a wide variety of purposes;
- understand and apply important mathematical concepts and procedures to solve problems;
- know and understand the process of scientific inquiry and are able to use the process to solve problems;
- understand the components of healthy living;
- understand historical events and their relationship to the present as well as their implications for the future;
- understand the cultural, historical, economic, geographic, and artistic relationships among global communities;
- communicate creatively through participation in the visual and performing arts;
- access, assess, and utilize technology-based resources effectively and appropriately; and
- locate and utilize relevant print and non-print materials.

Social

- treat people and property with respect;
- resolve conflicts responsibly;
- assume responsibility for their behavior;
- practice tolerance; and
- have a strong work ethic.

Civic

- are punctual and prepared;
- participate in class, school, and community activities;
- recognize and apply sound environmental practices;
- seek to understand the ever-changing diverse populations of our school, community, and global societies; and
- understand the rights and responsibilities of school, local, and global citizenship.

Our commitment to provide an education consistent with our mission allows students to meet these expectations at Telstar Regional Middle/High School

INSERT CALENDAR

FACULTY AND STAFF

Administration

Daniel Hart, Principal
Charles Raymond, Dean of Students
Gail Wight, Athletic Director

Support Personnel

Christine Cole RN, School Nurse	Nancy Grover, Data Processing
Arlynn Hale, Lead Custodian	Wendy Hanscom, Head Office Secretary
Marilyn Howe, Guidance Secretary	Peter Kuzyk, District Technology Coordinator
Karen Rosenberg, Nurse's Assistant	Barbara Russell, School Health Coordinator
Sharon Silver, Receptionist	Ray Geiger, Computer Technician
Leslie Bonney, Social Worker	

Teachers

Mark Antell, Math	Douglas Bennett, English
Jennifer Bennett, Music	Kimberly Carson, Special Education
Louise Chapman, Special Education	Susan Coyne, Math
Kelly Dole, Science	Mark Ford, English
Valerie Forman, Social Studies	Kelley Fraser, Librarian
Robin Fraser, Special Education	Michael Gilbert, French
Elaine Hutchins, Ed Tech	Timothy Kavanagh, Art
Steven Keane, Phys. Education	David Leclerc, Social Studies
Lori Lindsay, Guidance Counselor	James Lunney, Science
Ellen Marshall, Ed Tech	William Morton, Social Studies
Timothy O'Connor, Industrial Arts	Merrie Lee Ojeda, Spanish
Melissa Poston, English	Robert Remington, Math
Timothy Remington, Phys. Education	Sarah Southam, Science
OPEN, Ed Tech	

ALCOHOL AND OTHER DRUGS

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

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

Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug,

hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

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

Disciplinary Action

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

During this suspension period, a building administrator will review each chemical substance suspension for signs of chemical dependency. With the cooperation of the student and parent or guardian, a possible referral for professional evaluation and/or treatment will be discussed. Students who violate this policy a second time will be referred to the Superintendent.

Prevention/Education

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

Intervention

The District will establish a team approach to intervention with students who have drug and/or alcohol problems. Students will be assisted in addressing their problems and in continuing their educational program. Students will be provided with information and referral if necessary to aid them in obtaining assistance from appropriate organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

ATTENDANCE

Regular school attendance is the first step in achieving academic success. Parents should help their children take responsibility for regular attendance. Maine law requires that all persons between the ages of seven (7) and seventeen (17) years attend a public day school, which serves the municipality in which the parent/guardian resides during the time that school is in regular session.

State of Maine Law, Title 20A, Section 5002, states a person's absence is excused when the absence is for any of the reasons below:

1. Personal illness;
2. Appointments with health professionals that cannot be made outside the regular school day;
3. Observance of recognized religious holidays when it is required during the regular school day;

4. Emergency family situations; and
5. Planned absence for personal or educational purposes that has prior administrative approval. (see planned absence below)

Parents must submit a signed note within five (5) days of the absence for the absence to be excused and may excuse a maximum of ten (10) absences. Parents planning to take students out of school must make advance arrangements with the principal.

Parental requests for early dismissal must be presented in the main office by 9:20 a.m. An administrator shall determine the validity of an early dismissal. Appointments should be scheduled outside the normal school day whenever possible.

The student will be responsible for making up the work missed during any excused **unplanned** absence within five (5) days of the absence. The student will be responsible for making up the work missed during any excused **planned** absence upon his or her return to school. The student cannot make up work missed during an unexcused absence.

When a student accumulates three (3) unexcused absences in a semester or seven (7) unexcused absences in a year, the parents will receive written notification and the Principal or his or her designee may have a conference with the student. The parents and student may also be requested to meet with the administration. **When a student has accumulated more than five (5) unexcused absences in a semester course, or more than ten (10) unexcused absences in a year course, that student may not receive credit for the course.**

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

Planned absence for personal or educational purposes must have prior administrative approval. Planned absence forms are available in the high school office.

BACKPACKS/TOTE BAGS

Backpacks/tote bags may be used to transport books, physical education clothing, and/or lunches to and from school. Once at school, backpacks/tote bags must be placed in the student's locker. Books, pencils, and binders will be carried to each class.

BOMB THREATS

The MSAD #44 School Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

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

Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a “look-alike” bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, “toxic or hazardous substance or material” means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

Definitions

1. A “bomb” means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive device.
2. A “look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A “bomb threat” is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. “School premises” means any school property and any location where any school activities may take place.

Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit’s Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident “command and control” (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent/designee will be responsible for overseeing a review of evaluation of bomb threat procedures prior to the Board’s required annual approval of the school unit’s Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

Reporting of Bomb Threats

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, the School Resource Officer or other employee in a position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

Student Disciplinary Consequences

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

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

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

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

Aiding Other Students in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in this policy.

Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

Civil Liability

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to see restitution and other damages as permitted by law.

Lost Instructional Time

Instruction time lost as a result of a bomb threat will be rescheduled at the earliest appropriate (or practicable) opportunity, as determined by the Superintendent in consultation with the Board.

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

BUSES

MSAD #44 provides transportation to and from school. Students have the right to ride in the school bus if they follow all rules. These rules include the following:

1. Passengers must be on time.
2. Passengers walking on the highway to a bus stop should always walk on the left, on the shoulder of the road, facing traffic.
3. Passengers must not run alongside the bus when it is moving.
4. Passengers must sit in assigned seats, remain seated while the bus is in motion, and keep their arms, legs, and heads in the bus.
5. Passengers must refrain from talking with the driver, except in an emergency.
6. Passengers must not tamper with the emergency door or any other part of the bus equipment.
7. Passengers must not shout to pedestrians or occupants of other vehicles.
8. Passengers must not throw objects out of or within the bus.
9. Passengers must not place lunch boxes or other objects in the aisle of the bus.
10. Passengers must not transport any animals, firearms, explosives, or anything of a dangerous nature.
11. Passengers must not occupy the bus driver's seat, operate the school bus, or tamper with any of its controls.
12. Passengers must comply with the instructions of the bus driver in transporting any materials or supplies.
13. Students riding to school will be allowed to get off only at their

assigned school.

14. Students, when returning home, will be dropped off at their stop unless they have written authorization from school personnel.
15. Obey driver at all times. The driver may assign seats.
16. No teasing, name calling, profanity or verbal harassment.
17. No eating, drinking, smoking, or chewing.

The above rules are not all-inclusive. Passengers must follow the instructions of the bus driver at all time. Students who disobey these rules may be assigned discipline by an administrator and/or lose their right to ride on the bus.

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

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

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

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

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

LATE BUS RUN

The late bus will generally depart from Telstar at the following times.

Monday through Friday – 5:15 p.m.

Tuesday and Thursday – 4:00 p.m.

Students should refer to the weekly activity calendar when school is in session for specific schedules. When boarding the late bus, students are to take the first bus seat available, or as directed by the bus driver. As with all bus runs, students are to follow all bus rules, expectations and be cooperative with the bus driver. Students must provide their own transportation if an after school activity extends beyond the departure time for the late bus.

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

CHEATING/PLAGIARISM

There is a clear expectation that all students will perform assignments with honor and integrity. There is no tolerance for students caught cheating. Cheating includes:

1. Copying or duplicating assignments that will each be turned in as “original”
2. Exchanging assignments by print-out or digitally and then submitting work as “original”
3. Writing or digital transfer of formulas, codes, key words, etc. for use in a test.
4. Using hidden reference sheets during a test.
5. Using programmed material in electronic devices when prohibited.
6. Exchanging answers with others (either giving or receiving answers).
7. Submitting someone else’s assignment as one’s own.
8. Plagiarism: submitting material (written or designed by someone else) without giving the name of the author/artist and/or source.
9. Not following specific guidelines on cheating as established by department, class, or teacher.

Students found to be cheating will be dealt with by the teacher in one or more of the following manners:

1. A non-passing grade on the assignment, redo the assignment and a parent conference.
2. Reduction in grade by one letter (example: B+ becomes C+; D becomes F).
3. Loss of credit for quarter.
4. Removal from course.
5. Other consequences determined by an administrator.
6. Subsequent offenses may also result in suspension, removal from elected position(s) and/or honorary organization(s), suspension from co-curricular activities.

CIVIL RIGHTS POLICY

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

CLOSED CAMPUS

Telstar is a closed campus. Once students have arrived to begin their school day, they stay from 7:20 a.m. to 2:20 p.m. The only exceptions are for the students attending Region 9 in Mexico and students who qualify for “senior privileges.” During school hours, students are prohibited from walking on or passing through the parking lot or thoroughfare, which surrounds the school building, unless authorized to do so or under staff supervision.

CO-CURRICULAR ACTIVITIES

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

THS INTERSCHOLASTIC ATHLETIC PROGRAMS

FIELD HOCKEY
X-COUNTRY RUNNING
BOY'S SOCCER
BOYS' BASKETBALL

ALPINE SKIING
NORDIC SKIING
SNOW BOARDING
GIRLS' BASKETBALL

BASEBALL
SOFTBALL
GOLF
TRACK

THS CLUBS & ACTIVITIES

YEARBOOK
AIDS COMMITTEE
PEP BAND
BIG BROTHERS
TELSTAR ATHLETIC BOOSTERS
CHORUS/ENSEMBLE
GIRL'S SOCCER

NATIONAL HONOR SOCIETY
CLASS OFFICERS
STUDENT COUNCIL
BIG SISTERS
BOYS STATE
PROM & GRADUATION COMMITTEES

MATH TEAM
JAZZ BAND
JOB BANK
FACT
GIRLS STATE
FOOTBALL

FUTURE BUSINESS LEADERS OF AMERICA (FBLA)
ROTARY YOUTH LEADERSHIP (INTERACT)

Eligibility

Telstar has a policy that connects eligibility for participation in athletics and co-curricular activities to academic expectations. Grades are monitored by the athletic director every two weeks. A student must maintain a passing grade in every course in which he or she is enrolled. If the student is failing one or more courses, he or she will be placed on co-curricular warning. If the student is still failing one or more classes after two weeks he or she will go on co-curricular probation. During probation the student will be allowed to practice but will not be allowed to participate in any contests or ride to away contests. If the student's grades improve to passing within two weeks he or she will be removed from probation. If after two weeks the student's grades are still not passing he or she will be placed on co-curricular suspension. He or she will not be allowed to participate in any activities in any way during this suspension. The suspension ends when the student's grades improved to passing.

Attendance

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

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

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

Sportsmanship

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

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

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

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

Alcohol and Illegal Drugs

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

1. The student shall be given an oral or written notice of the charges.
2. The student shall be given an explanation of the evidence forming the basis for those charges.
3. The student shall be given an opportunity to present his/her side of the case.
4. The principal shall decide if a violation has occurred.
5. If the violation did not occur during a school-related activity or on school property, the student will be suspended for two (2) games and will continue to practice. The student will be referred to the Substance Abuse Team and must follow any recommendations. Non-athletic co-curricular activities will result in a one (1) week (5 to 7 days) suspension from that activity and the student will be referred to the Substance Abuse Team (Mr. Raymond, Ms. Lindsay, Mrs. Bonney and Mr. Hart).
6. If the violation occurred during a school-related activity or on school property, the student will be suspended for ten (10) days from school. The student will automatically be suspended from all extra-curricular activities while suspended from school. The student will be referred to the Substance Abuse Team and must follow recommendations of the Team.
7. Any student who voluntarily turns himself/herself in to the Substance Abuse Team for help will not be suspended from the extra-curricular activities as long as he/she complies with the Substance Abuse Team recommendations

Furnishing alcohol or illegal drugs will result in an expulsion hearing before the MSAD #44 Board of Directors. The student will be suspended from school and all extra-curricular activities until the MSAD #44 Board of Directors hearing (not to exceed 10 days). If the

student remains in school, he/she will be referred to the Substance Abuse Team and must follow all recommendations. The Board will determine if the student is eligible to participate in co-curricular activities.

Tobacco

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

Banquets and Awards

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

Transportation

All students must use school transportation to and from all meetings and contests. An alternative arrangement of transportation must be done prior to an extra curricular "away" event and approved by the school administration.

Equipment

Participants are responsible for all school equipment issued to them, and must pay for damage or loss of school equipment in accordance with school regulations.

NCAA Eligibility

A student who wishes to practice and play freshman year at an NCAA Division I or Division II College, must satisfy the requirements of the NCAA Bylaw 14.3, commonly known as Proposition 48. By-law 14.3 requires:

1. Graduation from high school.
2. A grade point average of 2.000 based on a minimum required number of academic courses. This requirement includes at least 3 years of English, 2 years in mathematics, 2 years in social science, and 2 years in natural or physical science (including at least one laboratory class), and 2 additional years in math, English, or additional courses in foreign language and computer science. Achieve a minimum 900 combined score on the SAT verbal and math sections or a minimum of 21 composite score on the ACT.

CODE OF CONDUCT

The MSAD #44 community strives to provide an educational community conducive to student learning. Our goal is for all members of the community to be ready to learn in all schools and for all graduates to be prepared for postsecondary education and employment. To achieve these goals we expect that our students

Social Expectations

- treat people and property with respect;
- resolve conflicts responsibly;
- assume responsibility for their behavior;
- practice tolerance; and
- have a strong work ethic.

Civic Expectations

- are punctual and prepared;
- participate in class, school, and community activities;
- recognize and apply sound environmental practices;
- seek to understand the ever-changing diverse populations of our school; community, and global societies; and
- understand the rights and responsibilities of school, local, and global citizenship.

These expectations are consistent with the Maine Core Values of Student Behavior: **respect, honesty, compassion, fairness, responsibility, and courage**. They were developed through a series of community, faculty, and student forums and school board meetings.

To help identify student conduct consistent with these expectations, examples of conduct indicators for each expectation have been created:

A person who treats people and property with respect...

Does

- Respect diversity.
- Care for property as if it were his or hers.
- Treat others the way he or she would like to be treated.

Does Not

- Insult or spread rumors about others.
- Vandalize others' property.
- Seek to steal from or cheat others.

A person who resolves conflicts responsibly...

Does

- Listen to others' points of view.
- Seek to understand.
- Communicate directly and respectfully.

Does Not

- Jump to conclusions.
- Use violence, threats, or intimidation.
- Spread rumors.

A person who assumes responsibility for his or her behavior...

Does

- Accept the consequences of his or her behavior.
- Communicate honestly.
- Understand the implications and appropriateness of his or her behavior.

Does Not

- Blame others or give excuses for unacceptable behavior.
- Repeat inappropriate behavior.
- Evade the consequences of personal actions.

A person who practices tolerance...

Does

- Appreciate diversity.
- Empathize with others.

Does Not

- Tease, taunt, or bully those who are different.
- Judge others or draw attention to their shortcomings.

A person who has a strong work ethic...

Does

Does Not

- Hold high aspirations for him- or herself.
- Work diligently to meet all challenges.
- Act as an active agent in his or her own learning
- Do only what is required to “get by.”
- Work only for extrinsic motivators.

A person who is punctual and prepared...

Does

- Go to classes on time.
- Go to classes with all materials and supplies expected.
- Go to classes ready and willing to learn.

Does Not

- Skip classes or go to classes tardy.
- Go to classes without the necessary materials and supplies.
- Go to classes and not participate.

A person who participates in class, school, and community activities...

Does

- Recognize the importance of being an active member of a group.
- Participate in several different groups with different focuses.
- Volunteer his or her time for the betterment of a group.

Does Not

- Sabotage the goals and aims of a group.
- Isolate him or herself from a group or activity.

A person who recognizes and applies sound environmental practices...

Does

- Understand the importance of reducing, reusing, and recycling natural resources.

Does Not

- Take natural resources for granted.

A person who seeks to understand the ever-changing diverse populations of our school, community, and global societies...

Does

- Actively communicate with others in an effort to understand their views.
- Understand his or her relationship with various groups and communities.

Does Not

- Assume that all people are the same and all communities are static.
- Assume that his or her surroundings are insulated from the rest of the world.

A person who understands the rights and responsibilities of school, local, and global citizenship...

Does

- Help others understand their rights and responsibilities.
- Attempt to change the laws and norms he or she does not agree with peaceably and appropriately.
- Accept the laws and norms of society and his or her responsibility to uphold those laws and norms.

Does Not

- Ignore or selectively adhere to the laws and norms of society.
- Think only of him or herself.

Although we will hold students to the high expectations delineated here, the varied ages throughout the district require that students will demonstrate meeting the expectations differently at different grade levels. A student in the first grade may demonstrate that he or she assumes responsibility for his or her behavior differently than a student in the twelfth grade. Hence the conduct indicators must be applied differently in each school.

Furthermore, as the examples of meeting the expectations vary from age to age and school to school, so, too, do the consequences. The specific consequences of not meeting these expectations along with related policies and procedures for each school are also found in each school's student handbook.

The district recognizes that individual students may be in need of a referral to the Pupil Evaluation Team process for the consideration of special services. This process may be initiated upon the documentation of attempted interventions to address the concerns in the regular classroom setting. The district's Pupil Evaluation Team process follows the mandates of federal and state regulations which govern special services.

The district also recognizes that some students currently receiving special education services governed by an Individual Education Plan (IEP) may need different services. The students' case manager, guidance counselor, and/or administrator will determine whether this may be the case and make the appropriate referral.

From time to time a student's behavior may be so disruptive or violent that he or she will have to be removed from the classroom or school bus. Although every situation is unique, when a student's behavior indicates that he or she may be endangering him or herself or others, an appropriate district staff member must isolate the student to maintain a safe environment. If the staff member cannot do this, then he or she must alert the appropriate administrator. If the administrator cannot isolate the student and maintain a safe environment, he or she must call the law enforcement authorities. While waiting for law enforcement authorities to arrive, the administrator is to establish as safe and controlled an environment as possible. When the authorities do arrive, the administrator is to inform them of the situation and allow them to secure the situation.

The district recognizes the importance and the scope of the Family Educational Right to Privacy Act (FERPA) and will not disclose student information to local police or other law enforcement authorities except as allowable under law. Specifically, identifiable information may be provided to law enforcement authorities if the knowledge of the information is necessary to protect the health or safety of the students or other individuals.

COMMON AREAS

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

1. High school students must not use the middle school wing and middle school students must not use the high school wing.
2. High school students must use either of the high school stairs.

3. High school students must use the appropriate second floor restrooms.
4. During high school lunch, high school students may eat at anytime and may go to the cafeteria, the red tile area, the patio, the hallway outside of the cafeteria, the high school academic wing, or the library. Students may also go to classrooms if they are open to them. They may not socialize in the bathrooms. They may go to the guidance office or the main office with a pass.

COURSE CREDIT

All courses must be completed successfully before any credit will be awarded.

CRISIS MANAGEMENT

In the event that there is a crisis affecting the Telstar community, the Emergency Response Team or Crisis Intervention Team will meet. The purpose of the teams is to gather information about the event, design a plan to assist members of the Telstar community in dealing with the event/incident, and implement/monitor the plan.

DISCIPLINARY MEASURES

Teachers may assign lunch or office detention as forms of disciplinary measure. Students must attend these detentions. Failure to do so will result in a referral to the dean of students and further disciplinary action.

Administrators may assign office detentions for minor infractions. Detentions is held on Tuesdays and Thursdays from 2:30 – 3:50 p.m.

Administrators may assign Saturday detentions. These are held at Telstar on Saturday mornings from 8 – 11 a.m.

Administrators may assign an out of school suspension for a period up to ten (10) days. Students who are suspended may not be on MSAD #44 property. Students can make up work missed during a suspension.

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

DISPLAYS OF AFFECTION

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

DRESS CODE

Students are expected to wear appropriate clothing that does not interfere with the educational process. Appropriate grooming and dress contribute to the quality of the educational environment.

1. Articles of clothing which promote the use of tobacco, alcohol, or other drugs may not be worn on school grounds or at school functions.
2. Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited on school grounds or at school functions.
3. Articles of clothing with displays that are sexual, vulgar, lewd or indecent, or include insulting words (e.g., racial/ethnic slurs), are not permitted.
4. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch) or which may be considered weapons (e.g., chains) are not permitted on school grounds or at school functions.
5. Hats are not to be worn in the building during the school day.
6. Articles of clothing need to conform to acceptable workplace standards, i.e., no exposed undergarments or revealing clothing.

ELECTRONIC DEVICES/CELL PHONES

Electronic devices are not to be used during instructional or study hall periods, except by permission of teachers/supervisors. **Cell phones may be used before school, during lunch and after school.** If a student has a cell phone in their possession, they must turn it off during all class and study periods. Any student using a cell phone without permission will report to lunch detention at the next available time. Students who repeatedly violate this policy may lose the privilege of having a cell phone in school.

FIGHTING

The safety of Telstar is everyone's responsibility. Any students participating in or instigating a fight through their words or actions will face disciplinary action.

FIRE DRILLS

Periodically Telstar will have fire drills to practice evacuating the building in an emergency. Students responsible for pulling false fire alarms will be suspended for ten (10) days and prosecuted to the fullest extent of the law.

FOOD SERVICE

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

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

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

Middle school students must go to and remain in the cafeteria during their lunch period. High school students must stay in designated areas during their lunch period.

GRADUATION REQUIREMENTS

Students must earn twenty-two (22) credits to earn a diploma from Telstar High School. These credits must include the following:

English	4 credits	Mathematics	3 credits
Social Studies	3 credits (at least 1.5 credits in US History)	Science	3 credits (at least 1 credit must be in a science class with a designated lab)
Physical Education	1 credit	Fine Arts	1 credit
Health	½ credit		
Great Expectations Senior Project			

Those high school students enrolled in the Region 9 program need two (2) credits each in math, science, and social studies for graduation.

GREAT EXPECTATIONS

Seniors are required to complete the Great Expectations Senior Project. This project is made up of two components:

1. A presentation to a panel based on new research.
2. A research paper to display that new knowledge.

All components must be successfully completed in order for a student to graduate.

GUIDANCE SERVICES

The Guidance Office serves to assist students help themselves through a variety of services and programs. Students, parents, and staff can request help and information from the Guidance Office as needed. Counselors help students with problems relating to academic issues, with career and life style decision making, and with personal problems including crises and relationships.

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

HALL PASSES

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

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

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

Harassment

Harassment includes, but is not limited to, verbal abuse based on race, color, sex, religion, sexual orientation, ancestry or national origin, or disability. Harassment that rises to the level

of physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety.

Sexual Harassment

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

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

The Superintendent, the employee designated as the Affirmative Action Officer, the Building Principal or the Guidance Counselor will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. District employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the District administration.

If students feel they are being harassed by another student or an adult in the school, they are encouraged to report the alleged harassment to a guidance counselor, teacher, or administrator.

HAZING

Maine statute defines injurious hazing as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any District personnel or a student enrolled in a public school.” Injurious hazing activities of any type, either on or off District property, by any student, staff member, group or organization affiliated with this district, are inconsistent with the educational process and shall be prohibited at all times.

“Harassing behavior” includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member. “Acts of intimidation” include extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, and property damage or theft.

No administrator, faculty member, or other employee of the District shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students' organizations, shall plan, encourage, or engage in injurious hazing activities.

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. Administrators, professional staff, and

all other employees who violate this policy may be subject to disciplinary action up to and including dismissal.

In the case of an organization affiliated with this district that authorizes hazing, penalties may include rescission of permission for that organization to operate on District property or to receive any other benefit of affiliation with the District.

Persons not associated with this district who fail to abide by this policy may be subject to ejection from District property and/or other measures as may be available under the law. These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

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

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

HEALTH SERVICES

The School Nurse provides health services and programs that are beneficial to the students' physical and emotional well being in the school environment. Vision and hearing testing are done on request throughout the school year. Health counseling and free health pamphlets are available. Students with special health needs should report to the nurse's office. Students not in compliance with Maine law concerning immunizations may be excluded from school until the matter is resolved.

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

HOMEWORK

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

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

Faculty will work together to ensure that homework expectations are appropriate, and that the homework load is evenly distributed. Students or their parents who feel that homework is creating a hardship should bring their concerns to the teacher or to the School Office.

HONOR ROLL

The criteria for determining and achieving Academic Honor Roll are:

- A student must be registered for six (6) classes per quarter. Five (5) of the six classes must be numerically graded. The numeric equivalent grade for **honors is an 85** and for **high honors is a 93** in each class.
- An incomplete grade will disqualify a candidate from Honor Roll consideration.

LIBRARY

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

The Information Center has more than 12,000 items including fiction, paperback, non-fiction, video, DVD, and Audio Books. There is also a professional library for staff members.

The library has 10 computers for student use and subscribes to more than 40 periodicals including The Lewiston Sun Journal and The Bethel Citizen.

The High School Information Center is open at 7:25 each morning Monday through Friday. The library closes at 4:00 Monday through Thursday and 2:30 on Friday.

Telstar Middle/High School Information Center is a quiet place where academic research is conducted, a place where reading is encouraged. The Information Center is not a place where students may gather to talk, a place where students may "surf the net" or a place where students may roam.

Using the library is a privilege which may be revoked at any time a student disrupts the learning of others.

Study Hall

Have a pass.

Sign in at the circulation desk.

Students are coming to the library to work, so please come prepared.

Work quietly.

Food and drink is not allowed, except water.

Students may use listening devices quietly.

4 at a table, maximum.

When signing out on purple sheet, take pass and tell librarian you will be right back.

When signing out for the remainder of the period, have librarian sign pass.

When picking up paper from printer, show your pass to librarian.

Stay seated until the bell rings.

No passes back to class or study hall 15 minutes before the end of each period unless otherwise stated by sending teacher.

MSAD #44 POLICIES

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

NOTICE OF NON-DISCRIMINATION

MSAD #44 does not discriminate on the basis of race, age, color, national origin, sex, sexual orientation, religion, or physical or mental disability in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: to be announced fall 2007, please contact the Superintendent's Office with any questions.

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

STUDENT/VISITORS PARKING LOTS

Students who drive to Telstar may park in an approved and designated parking spot in the student parking lot. Students must register their vehicle with the high school office and display the assigned permit in their vehicle. Students are expected to drive prudently and safely and to obey appropriate driving rules and regulations. Parking is a privilege and may be revoked at the discretion of the administration. In an effort to maintain a safe environment, administrators also reserve the right to enforce school policies beyond the boundaries of the school grounds.

PHYSICAL EXAMINATIONS

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

PORTFOLIOS

All Telstar students must complete portfolios as part of their satellite advisory responsibilities. These portfolios will be graded on a pass/fail basis, as well as earn academic credit when meeting specific criteria, each year.

QUESTIONING AND SEARCHES OF STUDENTS

The Board seeks to maintain a safe and orderly environment in the schools. District staff members are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

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

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

If a search produces evidence that a student has violated or is violating the law, Board policies or school rules, such evidence may be seized and impounded by the Building Principal and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by the Building Principal or his or her designee, in consultation with the Superintendent.

SCHEDULE CHANGES

A great deal of time, effort, and thought has gone into the scheduling process. Add/Drop days will be announced by the Guidance Office and changes to students' schedules will be done at this time only. Students must carry a minimum of six class periods at Telstar High School. When changing their schedules, students must follow the procedures listed by the Guidance Office. Students will not be permitted to drop a course after the deadlines unless there are extenuating circumstances, and then only by permission of the principal.

Semester One Deadlines

To ADD or DROP a course: September 5, 2008

SCHOOL CLOSING ANNOUNCEMENTS

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

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

SCHOOL SPIRIT

School spirit is a very important part of a student's life at Telstar High School, and it means loyalty to all functions of the school. Students must be courteous toward school personnel, teachers, fellow students, guests and officials of school activities, have pride in everything the school tries to and has accomplished, and have sportsmanship.

SPECIAL EDUCATION

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

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

STUDENT RECORDS

It is the policy of MSAD #44 to provide for the confidentiality of all student education records that are maintained by the District, as required by both Maine law and the Federal Family Educational Rights and Privacy Act (FERPA). The District shall provide annual notification to the parents or guardians of students currently in attendance and to eligible students (18 years old or older) of their rights in relation to the student education records being maintained by the District.

The District designates the following information about students as directory information: name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, date of attendance at District schools, and honors and awards received.

The District may disclose directory information about students in attendance if it has given the notification required by FERPA to parents or guardians of the students and to eligible students and has not received timely written notice refusing permission to designate some or all of the types of information about a student as directory information.

Under Maine law, the District shall not publish on the Internet without written consent from a parent or guardian, 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.

The Superintendent or his or her designee, in consultation with other school administrators, shall develop procedures for implementing this policy, including a description of the access rights of parents or guardians, students and educational personnel to records and the confidentiality rights of parents and students. Such procedures may be amended from time to time, as necessary.

Parents and legal guardians, as well as students 18 years of age or older, are entitled to certain rights under FERPA. The following four items outline the rights under this law:

1. Access to the educational records of the student upon request of the student's building principal or guidance office.
2. The right to an explanation/interpretation of the record contents.
3. The right to a copy of the educational records at cost to the parent/guardian.
4. Parents, legal guardians, and students 18 years of age or older may file a complaint concerning any alleged failures by MSAD #44 to comply with the law by submitting a complaint in writing to:

The Family Education Rights & Privacy Act Office
Department of Health, Education, & Welfare
330 Independence Avenue, S.W.
Washington, DC 20201

STUDENT TECHNOLOGY USE

The District provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and district staff. Student use of school computers, networks and Internet services is a privilege not a right. Students are required to comply with MSAD #44 Policy IJNDB and accompanying district and school rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All District computers remain under the control, custody and supervision of the District. The District reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including e-mail and stored files.

Before a student is allowed to use school computers and Internet services, the student and the student's parent or legal guardian must sign and return the Computer/Internet Access Acknowledgment (IJNDB-E). The signed acknowledgment will be retained by the school.

Students shall not reveal their names or identifying information on the internet without prior permission from a supervising teacher. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

TARDINESS

Students who are late to a class must go directly to that class. They must have an acceptable pass from the area they just left, properly dated, signed, and the time they left. Teachers will take appropriate disciplinary action such as assigning lunch detention to discourage tardiness.

Students who are late to school must report directly to the main office for a tardy slip. Students will not be admitted to class without a tardy slip and unexcused tardiness may result in a detention. Students who miss an entire class due to tardiness may be reported as absent. Tardiness and dismissals apply as a partial absence to the attendance policy.

TELEPHONES

Pay telephones are located near the main office and by the gymnasium. There is also a student phone in the main office. Students are allowed to use the main office phone if they ask for and gain permission.

TEXTBOOKS

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

TOBACCO PRODUCTS

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

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

If students are found in possession of tobacco products, the following disciplinary measures will be applied:

1. First Offense: confiscation of tobacco products, police incident report filed (if applicable), parental contact, and up to three (3) days suspension. Students will be provided with resources for available cessation programs.
2. Second Offense: confiscation of tobacco products, police incident report filed (if applicable), parental conference, and up to five (5) days suspension. Students will be provided with resources for available cessation programs.
3. Third Offense: confiscation of tobacco products, police incident report filed (if applicable), parental notification, up to ten (10) days suspension, and meet with the Superintendent of Schools.

VANDALISM

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

VISITORS

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

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

- A. The term "visitor" shall apply to any person on District grounds or in District buildings who is not an employee or student of the District.
- B. All visitors shall report to the main office upon arrival at the building.

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

WEAPONS/HAZARDOUS ARTICLES

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

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

WORK PERMITS

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