



Nokomis Regional High
Student/Parent Handbook
2024-2025

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Dear Student/Parent/Guardian,

My name is Ms. Nadeau, and I am proud to be the principal of Nokomis Regional High. Nokomis Regional High is an outstanding Central Maine high school providing high-quality, educational programs for the past fifty-plus years to the students of Corinna, Dixmont, Etna, Hartland, Newport, Palmyra, Plymouth, and St. Albans.

What makes Nokomis an outstanding high school is the fact that there is a wide array of both traditional and innovative opportunities for students, including: AP/Honors classes, early college classes, college preparatory classes, vocational opportunities, internships, community partnerships, performing and fine arts classes, and technology classes. Another aspect that contributes greatly to our pursuit of excellence is the faculty of Nokomis. The faculty is composed of highly qualified, caring and student-orientated educators who are committed to the success of our students. We work closely with students and parents to ensure our students are not only successful but also have a positive experience at Nokomis.

The term “**opportunity**” should not go unnoticed. High school is the time in an adolescent’s life when good habits are firmly reinforced and established to ensure a successful life beyond high school. The habits of taking responsibility for one’s self and one’s actions, being respectful to others and yourself, and learning the habits of success are the ingredients that encourage an adolescent to transform into a successful young adult. While it is imperative that the student takes advantage of these opportunities and makes an effort to achieve these goals, it is a rarity that a person who tries, fails to be successful.

The first step in becoming a successful learner is to understand the standards and expectations of the high school environment. That is the purpose of the Nokomis Regional High Handbook: to provide the student and the parents/guardians with the explicitly stated expectations and standards of our school community. It is important that you read, understand and discuss the handbook with your young adult. If you have any questions, please ask a teacher or administrator for clarification.

Finally, make Nokomis Regional High *your* school and be proud of being a Warrior. At Nokomis Regional High, the components of success are present for **ALL** students to achieve their potential. Your choices and effort will ultimately decide your success as a student. Go Warriors!

Sincerely,

Ms. Nadeau, Principal

NOKOMIS REGIONAL HIGH STUDENT and PARENT HANDBOOK 2024-2025

I. Vision and General Expectations

1. RSU 19 Vision Statement

We envision that each student, in partnership with the community, will be an involved citizen, a lifelong learner in a global society, possess relevant life skills, and be able to utilize emerging technologies.

2. Mission

Inspire every student.

Instill a motivation for learning.

Insure contributing citizens.

3. Citizenship and Expectations

The high school years span a period of tremendous physical, social, intellectual, moral, and spiritual growth for each individual. We expect that all students will create their own success, work to their potential, and enjoy the academic and social experiences of high school. We encourage our students to work with their guidance counselors, teachers, and the administrators to plan their learning and to take advantage of the many formal and informal learning opportunities provided for them at Nokomis Regional High. It is our expectation to see growth in several areas:

- a. Responsibility for one's choices and actions. Responsible students accept the rewards of their actions graciously and the consequences for their actions without blaming or complaining.
- b. Respect for property. Respectful students discourage vandalism, theft, and dangerous play, and participate in keeping the school neat and safe.
- c. Individual responsibility for maintaining a peaceful and orderly existence. Peaceful and orderly students obey rules for the good of the entire school, speak well of others, and restrain themselves from behavior that jeopardizes the safety of themselves or others. *Good school citizens follow these basic rules: Be where you're supposed to be, follow directions right away, use positive talk, do your work well and complete it on time.*
- d. Awareness of what is right and what is wrong, the ability to decide when to act, and the wisdom to know how to act.
- e. Courtesy and respect to staff and peers, acknowledgement of the rights of others, and respect for the individuality of each person.
- f. Honesty, integrity, industry, and punctuality.

Nokomis Regional High is in compliance with the Maine Human Rights Commission and all Federal and State laws that govern equal employment opportunity and educational opportunity. Nokomis Regional High will not discriminate on the basis of disability, race, color, sex, sexual orientation, age, and national origin.

ADA notice: If you have some special need that must be met to allow you to fully participate at Nokomis Regional High, please contact the school administration at 368-4354.

504 Access: 504 referrals are always welcome from parents, teachers and other staff. Should a parent have reason to believe that their child may qualify for 504 accommodations please contact the 504 Coordinator (Ryan Martin) or one of our guidance counselors.

II. ACADEMIC REQUIREMENTS

We expect each student to grow in academic integrity. For students to succeed, they must make a commitment to themselves and their work. Success does not always come easily. Success has always been rooted in hard work; high school is no exception. As a school we hope to help students develop work habits and work ethics which will bring them success not only in the school environment, but also as adults in their home, social, community, and career environments. Our students must:

- a. Accept the responsibility for completing their work whether they are in attendance or not.
- b. Meet the challenge of doing their best on every academic activity.
- c. Accept responsibility for doing schoolwork outside of the school day, by completing homework, pursuing research, or studying for tests and quizzes.
- d. Value class time, taking full advantage of the expertise of the teachers and participating in all structured class activities.
- e. Hold themselves to the highest standards of academic honesty and integrity and refrain from cheating in any form including, but not limited to, plagiarism.

Daily Schedule: Classes will run daily using the following schedule. Nokomis uses a modified-block schedule with alternating "A" and "B" days, meaning one day will run all periods (1A, 2A, 3A, 4A) and the next day will be the other four classes (1B, 2B, 3B, 4B) using the same schedule.

A/B	Start Time	End Time	Duration
	8:01 AM		
PERIOD 1	8:05 AM	9:20 AM	75
PERIOD 2	9:25 AM	10:40 AM	75
Advisory	10:45 AM	11:10 AM	25
PERIOD 3	11:15 AM	12:55 PM	75
1ST	11:15 AM	11:40 AM	25
2ND	11:40 AM	12:05 PM	25
3RD	12:05 PM	12:30 PM	25
4TH	12:30 PM	12:55 PM	25
Period 4	1:00 PM	2:15 PM	75

Registration

Students will register for the coming year during the spring semester. A course of studies or possible alternatives will be presented to students and parents. All students must register for a minimum of six full-time academic classes. Course selection is important to opening doors for the future and discovering new passions, so students are encouraged to consult with their guidance counselor and family members to ensure they are engaged with appropriate learning experiences.

Schedule Changes

Students work with parents and their guidance counselor to plan a schedule of courses based on their future plans, Nokomis Regional High's graduation requirements, and the recommendations of teachers.

Class schedules are mailed home before the start of each school year, generally mid-August. Students and parents should review that schedule and if any changes are needed, schedule an appointment with a guidance counselor before school starts. Appointments can be made by calling the Guidance Office at 368-4376.

Students may add and/or drop a class during the first two weeks of classes at the start of the **year** without administrative approval or the class becoming a part of the permanent official transcript. After the two week add /drop period, students will need parent, teacher and administrative approval in order to add or drop a class. There is no add/drop period at the start of the 2nd semester. If a student drops a class after the midpoint of the 1st or 3rd quarter, the permanent record and transcript will reflect the grade at the time of the drop. Classes will not be dropped after the midpoint of the 2nd or 4th quarter. If exceptional circumstances arise, students and their parents should meet with the Principal to review their academic plan.

Please keep in mind, adding and dropping classes may have an impact on graduation requirements, and or college admissions. It is best to get all the information that you can before adding and/or dropping a class. Students should meet with their guidance counselor to talk about the best options for them. Students can make an appointment themselves, or they can request a guidance appointment through their advisor during advisory time.

Advisory

The purposes of Advisory are to:

- a. **Support the mission statement of NRH.**
Students will learn to contribute and participate in small group lessons and activities.
- b. Ensure that there is **at least one teacher** who knows the student both personally and academically, who is continuously engaged with the student and parent(s) about the student's learning, and who guides and advocates for the student during their entire Nokomis career. Students will reflect on their learning and the school experience and explore future college and/or career plans
- c. **Provide a means for addressing grade level and school-wide issues.**
Students will participate in lessons and activities that address the mission statement, students will voice their concerns and propose ideas about school policy and philosophy, and they will provide feedback to Nokomis Student Council and other governance representatives. This will ensure that students understand and are invested in our school rules and in basic operating procedures

Advisors recognize that high school marks an important transition between childhood and adulthood. The primary mission of advisory is to develop a one-to-one relationship between the advisor and each advisee which is characterized by warmth, concern, openness, and understanding. The Advisor serves as a student's advocate, communicating between teachers, counselors, and parents/caregivers to guide the advisee through and past high school. The advisor relationship supports educational success through goal setting and by establishing a home base that fosters a nurturing, safe and professional environment.

The one-to-one relationship between the Advisor and the advisees is the foundation for creating a cohesive community within the Advisory. As a group, the Advisory will engage in discussions around common problems and concerns. Through this dialogue, they broaden their awareness of other perspectives, practice civil engagement as part of a diverse community, and cultivate opportunities for students to identify themselves. As the most constant social environment during the high school experience, Advisory is designed to support emotional growth and help students succeed in their future.

Advisor/Advisee Description

Every Nokomis student will be enrolled in an adviser/advisee group. Students will stay with the same small group of students, and the same adviser, for their entire Nokomis career. Each school day, there will be a 20 minute common period for all students and staff so we can provide timely support in school groups of students. To support this work the focus each day will be as follows:

- Motivation Monday: Goal Setting/Relationship Building
- Topic Tuesday: Whole Group Discussion
- Warrior Work Wednesday: Academic/RTI Support or Enrichment
- Thorough Thursday: Goal Review/Relationship Building
- Fun Friday: Group Building Activity

Academic Support or Enrichment

We know that learning can happen anywhere, anytime so all students are encouraged to communicate with their teachers, advisers and guidance counselors about how and when they can access resources to support and/or enhance their learning.

Warrior Days

Warrior Days are an opportunity for our students to engage in academic, social-emotional, and service learning. Twice per month we run an alternate schedule that offers students two additional blocks. In the Academic Block, students are able to either engage in new academic learning or receive academic support in one of their core content classes. In the extracurricular block, students are able to pursue a range of activities that rotate based on student interest, including anything from fishing by the pond to a poetry workshop. Students are encouraged to propose extracurricular ideas to staff members.

Focus Periods

We're shifting the concept of a "study hall" to a series of targeted Focus Periods aimed at

creating a more productive and meaningful time for staff and students. Students who have an open space on their schedule select a Focus Period that aligns with their own needs and goals. These periods will be facilitated by teachers who have experience and interest in these areas.

Academic Focus

Recommended for students who desire, and will use, a true academic study opportunity.

Senior Focus

Recommended for seniors who wish to take advantage of senior privileges but may also want some support in navigating their final year of high school. Seniors with privileges will still be able to sign out of this focus period.

Leadership Focus

Recommended for students who are already leaders or are interested in growing their leadership skills. This could include students who have leadership positions within a club and would like more time to work on their club duties, upperclassmen who are interested in supporting the Nokomis community, COW & Warrior Day planning and support.

Wellness Focus

Recommended for students who want to achieve a higher level of wellness in their daily lives. Activities and opportunities may include arts & crafts, physical activity, outdoor experiences and social/emotional learning.

Service Focus

Recommended for community-minded students who want to give back as well as students who are nervous about how to fulfill their community service requirement.

Diploma Requirements: (See policy [IKE](#))

In accordance with Maine law and Nokomis Regional High's proficiency-based system of learning, after January 1, 2019, the awarding of a diploma from Nokomis Regional High schools will be contingent on the demonstration of proficiency in the content areas of Maine's system of Learning Results and meeting the cross-content performance standards of the Guiding Principles of the Learning Results. The student must also fulfill any other requirements specified in this policy.

Students must meet the following requirements in order to be awarded a high school diploma:

Demonstrate proficiency in meeting standards in the following content areas of the Learning Results. Meeting the standards entails demonstrating proficiency for each standard within each content areas:

English language arts, mathematics, science and technology, social studies, health education and physical education, visual and performing arts, and career and education development.

For a student graduating in the graduating class of 2023, and for each subsequent graduating class:

- A. Certify that the student has demonstrated proficiency in meeting the state standards in all content areas.
 - English Language Arts
 - Mathematics
 - Science and Technology
 - Social Studies
 - Health Education and Physical Education
 - Visual and Performing Arts
 - World Languages
 - Career and Education Development
- B. Meet the cross-content performance standards set forth in the Guiding Principles of the Learning Results. A student graduating from RSU 19 schools is expected to be a:
 - Clear and effective communicator;
 - Self-directed and life-long learner;
 - Creative and analytical problem solver;
 - Responsible and involved citizen; and an
 - Integrative and informed thinker.
- C. Successful completion of a senior project.
- D. Complete a portfolio to include an Individual Graduation Plan, evidence of learning, and an application to a post-secondary educational institution, training program or other experience that provides an opportunity for further growth.
- E. The student must also complete the following non-academic requirements: 20 hours of Community Service.

Graduation Requirements:

Before entering high school, students need to know the standards for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal.

Nokomis Regional High has adopted a proficiency-based system of learning consistent with Maine law, which means that after January 1, 2019, the awarding of a diploma will be contingent on the demonstration of proficiency in the content areas and Guiding Principles of the Learning Results.

To be awarded a high school diploma from the RSU #19 schools, students must demonstrate proficiency in the content areas identified in Maine's system of Learning Results, meet the cross-content performance standards set forth in the Guiding Principles of the Learning Results, and fulfill all additional graduation requirements set by the Board.

The Superintendent, through the high school principal or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students and their parents prior to the start of their ninth grade school year. A copy of this policy will be disseminated to all incoming ninth grade students at the time of course selection. This policy will also be included in every edition of the high school student handbook.

The Board has approved the following schedule of minimum requirements for graduation, which includes minimum requirements specified by the State of Maine. The Board is aware that current law and regulations are subject to change.

The Board expects the Superintendent/designee to inform students and parents as soon as practicable of any additional State-imposed standards that must be met before students may be awarded a high school diploma.

Multiple Pathways to the Awarding of a Proficiency Based Diploma:

RSU 19's high school educational program is designed to enable students to satisfy graduation requirements in four years through a sequence of educational (learning) experiences/courses providing opportunities to gain and demonstrate proficiency in all of the content areas of the Learning Results and in the cross-content Guiding Principles of the Learning Results. The length of an experience is expected to be a full school year or its equivalent unless specifically noted as a half-year experience.

Students following a traditional pathway will:

- A. Engage in educational experiences in the content areas of English Language Arts, Mathematics, and Science and Technology in each year of their high school program.
- B. Engage in at least three educational experiences in the content area of social studies during their high school program.
- C. Engage in at least one educational experience in each of the content areas of visual and performing arts during their high school program.
- D. Engage in at least one half-year health and one full-year or two half-year physical education experiences during their high school program.
- E. Engage in at least three half-year educational experiences that integrate career and education development into other content areas of the Learning Results plus the senior capstone project.

Students following a traditional pathway must be enrolled in the equivalent of six full year learning experiences/courses or integrated equivalents in each of their high school years.

Twenty-two (22) total experiences are required to graduate.

Students may also opt to demonstrate proficiency toward a high school diploma through multiple additional pathways including:

- Early college/dual enrollment courses
- Career and technical education programming
- Online/virtual learning
- Apprenticeships, internships and/or field work
- Experiential/service learning
- Exchange programs
- Independent study
- Alternative education/"At Risk" programming
- Adult education

Each pathway must provide a quality learning experience comparable in rigor to the school unit's own educational experience (course) offerings.

In order to pursue one or more of the multiple/alternative pathways, a student must develop an Individual Graduation Plan detailing how the pathway will provide exposure to the content standards of the Learning Results and how the student will demonstrate proficiency in meeting the standards. The Individual Graduation Plan must be reviewed by the Guidance Counselor and Department Chair and approved by the Principal.

Students Receiving Special Education Services:

Students who achieve proficiency in the content standards of the Learning Results and Guiding Principles, as specified in the goals and objectives of their Individualized Education Plans (IEP) will be awarded diplomas.

Additional Considerations Applicable to the Awarding of a Diploma from Nokomis Regional High:

This section applies to all students, in all graduation classes.

A. Transfer Students

For students who transfer to Nokomis Regional High from another state or from an educational program that is not required to be aligned with the content standards of the system of Learning Results, the Nokomis Regional High Principal shall determine the value of the student's prior educational experience towards meeting graduation requirements.

B. Home-schooled Students

For home-schooled students wishing to receive a diploma from Nokomis Regional High, the Nokomis Regional High Principal shall determine the value of the student's prior educational experience toward meeting graduation

requirements. A home-schooled student must have attended Nokomis Regional High for a minimum of one year in order to receive a Nokomis Regional High diploma.

C. Delayed Awarding of Diplomas

A student who leaves Nokomis Regional High to attend an accredited, degree granting institution of higher education may upon satisfactory completion of the freshman year be awarded a high school diploma, provided that the student has notified the principal at the time of the early admission.

D. Early Awarding of Diplomas

A student who has met the State's and the Board's diploma requirements in fewer than four years of high school may be awarded a diploma.

E. Extended Study

Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students eligible for extended years of study may be referred to adult education or other resources suitable to young adult learners. Extended study for students with disabilities shall be specified in the student's Individualized Education Plan.

F. Participation in Graduation Ceremony

1. A student must complete all Board requirements for a high school diploma in order to participate in graduation exercises.
2. A student must wear the school issued cap, gown, tassel, and only school approved stoles, medals, and ribbons. No additional decorations or alterations are permitted.

Cross Reference: IHCD - Post-Secondary Enrollment Options
IK - Student Achievement
IKFA - Early Graduation

Grading:

COURSE GRADES: Letter grades using an A-F scale will be issued quarterly for report cards and an end-of -course final grade will be reported on both the report card and transcript. The letter grade will be based on student achievement during the course for classwork. Assignments will be aligned to Performance Indicators of the Graduation Standards using a 0-4 scale.

Below are the scoring levels teachers will use:

- 4=Exemplary
- 3= Meets

2= Partially Meets
1= Not Yet Meeting
0=No Evidence Submitted

Graduation Standards and Performance Indicators (PI's):

Graduation standards broadly identify what students need to know and are able to do. Performance indicators describe, in more detail, the specific knowledge and skills that students must demonstrate to meet a graduation standard. Performance indicators break down the larger graduation standards into their component parts. Teachers will score students at the performance indicator level.

Verifying Proficiency:

For a student to be deemed proficient in a graduation standard, the student must score “meets” on a majority of the indicators for that standard. In order to earn a diploma, students must score at the meets level on all graduation standards in all required content areas. See Policy [IKF](#) for more detail and other graduation requirements.

Assessments :

Assessments will determine proficiency in each content area. **Formative** assessments shall be weighted no more than 25 %. **Summative** assessments shall be weighted no less than 75%.

Formative assessments:

The general purpose of a formative assessment is to give students and teachers in-progress feedback about what students are learning (or not learning) so that instructional approaches, teaching materials, and academic support can be modified accordingly. Formative assessments are not always scored or graded, and they may take a variety of forms, from more formal quizzes and assignments to informal questioning techniques and in-class discussions with students.

Because formative assessments build a body of evidence that determines readiness for the summative assessment and are considered practice opportunities to improve student knowledge and skills, they are a small percentage of the course grade. While every formative assessment provides feedback for both the teacher and the student, not every formative assessment is reported in Infinite Campus.

Summative assessments:

Summative assessments are used to evaluate student learning at the conclusion of a specific instructional period—typically at the end of a unit or course. Summative assessments are typically graded tests, presentations, or projects used to determine if students have learned

what they were expected to learn during the defined instructional period. Summative assessments are aligned to the Graduation Standards and identify the specific Performance Indicators being measured. The scores on the summative assessments are heavily weighted in the course grade.

Re-assessment Opportunities:

We understand students may need more than one opportunity on a summative assessment to meet standard. However, we want to establish a climate where students put forth **a good effort the first time** and every time they produce work. Meeting deadlines is an important career-ready skill, and we expect students to complete work on time. Students are expected to communicate and plan with their teacher about second opportunities to meet standard and should not expect that they will automatically get another chance. Generally, teachers grant additional opportunities when students have demonstrated they have learned or improved their skills and knowledge so they are ready to re-assess. Second opportunities are not guaranteed for students who consistently avoid or refuse to do work during class or outside of class.

Homework:

Homework is a formative assessment providing students the opportunity to practice the skills they need in order to perform well. Homework that is not completed or that is submitted past the due date will be noted by the teacher and will impact the Habits of Work grade.

Re-assessment opportunities will be limited for students who have not done a majority of the practice in a unit.

Incompletes:

Incompletes may be given for a quarter or semester grade. This means that the student will be granted up to two weeks additional time and support to meet the course standards. Students with incompletes are expected to work on improving or completing their classwork in mutually agreed upon times with the teacher. Students who have partially met course standards and need time beyond a typical Incomplete period of time have several options and should consult with their teacher and/or guidance counselor. Options include: being assigned to RTI or after-school academic support, PARC, make-up sessions during school vacations, other mutually agreed upon terms between teacher and student, or retaking the course.

Habits of Work (HOW) are assessed and reported separately from academic achievement.

- reported on report cards by Advisory (M, P, D; with comments as needed)
- used as formative feedback toward proficiency on Guiding Principles
- does not impact student's progress towards graduation

Progress Towards Graduation

Every year, students should be making regular academic progress towards meeting the requirements necessary to graduate from Nokomis. Below are grade level determinations and the expected academic progress each year:

- Grade 9 is any student in their first year of high school who has successfully been promoted from middle school.
- Grade 10 is any 2nd year student and has passed the equivalent of 6 full-year high school classes, including a math, science, social studies and English course the prior year.
- Grade 11 is any 3rd year student and has passed the equivalent of 12 full-year high school classes, including a math, science, social studies and English course the prior year.
- Grade 12 is any 4th year student and has passed the equivalent of 18 full-year high school classes, including a math, science, social studies and English course the prior year.

Some courses may require a prerequisite course to be completed and passed before advancing to the next level. Students who fail a course should meet with their teacher and guidance counselor to identify an option to recover the course. Depending on the situation, a student may need to repeat the course, may re-do the work with an individualized plan with the teacher, PARC, Summer School (see below) or through some other alternatives.

College and Career Readiness

Every Nokomis student is expected to strive to become both college- and career- ready in order to have several options for their post-secondary plans. This means students have not only the academic skills but also the “soft skills” necessary to be successful in both college and the workforce. Nokomis uses a comprehensive approach to introduce, develop, and refine the knowledge and skills needed to accomplish this.

- **Graduation Standards:** Students will demonstrate proficiency in knowledge and skills in the academic content areas, particularly in English and mathematics.
- **Habits of Work:**
 - Self-management is a skill that, when mastered, is exhibited in a student’s ability to act responsibly, demonstrate reliability, be self-directed, be prepared, and show a willingness to accept and meet deadlines. For example, “I adhere to school rules and classroom norms.”
 - Perseverance: the qualities that embody the character trait of perseverance include grit, persistence, resilience, and determination. For example, “I can try again even if I don’t succeed the first time around.”
 - Citizenship : Contributes positively to class, school and / or community.
- **Guiding Principles:** Students will have opportunities throughout high school to learn about, practice and show evidence of proficiency in the Guiding Principles. It may be in class projects or assessments, skills demonstrated in clubs or on teams, and/or independent work/projects both in and outside of school. Students will use digital portfolios to document their growth, sharing it during their Senior Presentations. Students will provide evidence of the following Guiding Principles:
 - Clear and effective communicator;
 - Self-directed and lifelong learner;
 - Creative and practical problem solver;
 - Responsible and involved citizen; and
 - Integrative and informed thinker.
- **Career Pathways:** All students must complete four academic experiences in the content area of Career Education and Development to help build their knowledge and

skills to be college and career ready. Nokomis Regional High provides students with a program called Career Pathways. This program aids the student in the development of an Individualized Graduation Plan to help them optimize their secondary education in preparing for a career interest and the workforce. The program focuses upon sixteen identified career clusters, student attributes, career interests, and experiences. Career Pathways also provides the student with guidance on course selection, resume development, networking, interviewing skills, and job skills. During high school, students will take the following courses or participate in an approved equivalent:

- Freshman Focus: Students will explore the question "Who Am I Now?" as they take a series of self-assessments to determine interests and strengths. Students will be provided tools to choose courses, explore careers, solve problems, and make decisions.
- Sophomore Selections: Students will concentrate on exploring careers of interest based on self- assessments and skills. Students will develop employment skills including searching and applying for jobs, interviewing for jobs, completing paperwork associated with employment.
- Junior Judgements: In addition to topics of personal finance and college exploration, students will complete self-assessments and update their Individual Graduation Plan and career exploration plan. Students will complete an internship related to their career choice
- Senior Project: Serving as a culminating capstone project and presentation for students to reflect on their growth and learning during their high school experience, this requirement focuses students on how it will transition into a post-secondary plan.
- Individual Graduation Plan: Throughout high school, students will create and maintain an individual graduation plan.
- 20 hours of community service

Early College Opportunities:

Students are strongly encouraged to consider getting an early start on college. By taking advantage of these opportunities, students not only earn college credit but also it's often at a much lower cost. There are several pathways and options for students to access college coursework. Please contact your guidance counselor for more information on any of the following:

- AP COURSES: We offer a range of AP courses taught by our staff and have access to others through AP4ALL online. Many colleges and universities will give credit for AP courses in which a student earned a 3 or better on the AP exam.
- COLLEGE COURSES: This year, we have the ability to allow students to join some of our individual Bridge and Concurrent Enrollment courses at NO COST for college credits. The University of Maine at Augusta has access to some grant funding that can support this option. We may only have this next year so don't miss out on the opportunity to get a free college class taught at Nokomis.
- Acadam-E: A few college courses through the University of Maine: tuition is free, just pay for the book. See guidance for the course list. It's open to sophomores, juniors and seniors.
- RURAL U(UMFK & UMM): Large list of online college courses from typical required courses to unique electives offered at a reasonable rate for the course \$85 and the cost of the book. Open to Juniors and Seniors.
- ECAP (HUSSON): Course offerings include any course open to a typical Husson Freshmen, offered either online or on-campus, cost \$100/class, plus the cost of books. Open to juniors and seniors.

Extended Learning Opportunities:

All Nokomis students have access to extended learning opportunities. These opportunities can take the shape of paid or unpaid internships, work experiences, outdoor education, place-based education, and many other settings that take place outside of the traditional classroom. If students would like to take advantage of these opportunities, please contact your guidance counselor or our Extended Learning Opportunity Coordinator, Kristine Eisenhour. Mrs. Eisenhour is located in Room 2213, and can be reached through email at keisenhour@rsu19.net.

PARC and Extended School Time:

Students have the opportunity to meet Performance Indicators for academic Standards required for graduation through PARC and/or extended school time over designated school vacations. General guidelines for students to take advantage of these opportunities are: 1) The student takes an initiative to make use of these programs and 2) the student was not proficient on less than half of the performance indicators in the course. Students recovering credit through PARC and/or extended time will receive credit for the classes they complete but the original failing grade received will not change on the official transcript or permanent record. A separate notation for the recovered performance indicators and/or course will be added to the transcript. Teachers may also make referrals at their discretion.

Alternatives to Required Classes:

All Nokomis students are expected to complete the required academic curriculum. In extraordinary circumstances, alternative courses, such as TCTC courses, may be used to meet graduation requirements. However, these alternatives are for extreme circumstances only and not to be viewed as or used as open options for required classes. Students should be registered in and take required courses first. Any alternative plans must include meeting with a guidance counselor to develop a plan and receive the approval of administration first.

Alternative Education

The RSU 19 Alternative Education Program offers an opportunity for high school students within the district to get a high school diploma through non-traditional means. The Alternative Education program focuses on students who have difficulties attending large and/or long classes, balancing school and work, and balancing school and family. The Alternative Education Program also assists students who want to accelerate their education.

The Alternative Education Program offers individualized classes with contracted goals. This program gives students the opportunity to explore areas not taught in a traditional high school, to meet standards through work experience and community service, and to make up for failed classes at the high school. Counseling, field trips, extra-curricular participation, a job market, and flexible hours all contribute to successful alternative placements. For more information, contact your guidance counselor at 368-4376, a social worker or the Program Director, Mr. Giallombardo at 278-2193.

Homework Policy

Students and parents should be aware of RSU 19's homework policy ([IKB](#)) guidelines.

Homework in all schools will be assigned to:

1. Reinforce and build upon the concepts and skills which are developed in a given lesson.
2. Develop skills, organization, and study habits.
3. To meet individual needs of student learners.
4. Assist students toward gaining good study habits, and in developing a sense of responsibility to assigned work.
5. Help teachers to monitor progress in learning outcomes which result from instruction.

Homework and Technology: Some homework assignments may require access to the internet. For students who do not have access to the internet outside of school, they should make time in their schedule to use laptops in focus periods, before or after school. If this is not possible, students should speak to their teacher about options to complete the work.

Infinite Campus

Infinite Campus is our student grading and attendance student information system. The school will mail a password and instruction sheet home that will allow parents and guardians to view their child's attendance records and current academic progress. Parents are encouraged to use this web-based system to monitor their child's progress in school. Along with student-led conferencing, this will help to ensure student accountability in regard to academic progress.

June Intervention

Instead of holding a week of final exams during the final week of school, we will use this time to support our students who need more support to finish up classes. The schedule will stay exactly the same with students attending regularly scheduled classes, but the focus will be on re-assessing and remediation with no new instruction. With parent permission, students with a grade of C or better in ALL of their classes may be released from attending these final days.

Honor Roll

Only full time students are considered for the honor roll. **Full time means taking 6 or more subjects for credit, including independent studies (5 credits for seniors).** Honor rolls are prepared quarterly, based on quarterly grades. A grade of *F* or *WF* disqualifies a person from the honor roll. A student who receives an *Incomplete* will have a 2-week make-up window and be considered for honor roll upon successful make-up of the incomplete during. Courses not used in determining honor roll are Alternative Education, and Adult Education courses.

Highest Honors-- All *A*'s.

High Honors – All *A*'s and *B*'s.

Honors – (a) All *A*'s and *B*'s and no more than one *C* which must be offset by an *A* in another course, or (b) all *B*'s.

Advanced Level Courses:

We encourage all students to stretch themselves academically and to consider taking an advanced course like an Honors, Advanced Placement(AP) or a College Course. We are mindful of striking a strong balance between providing equitable access to these courses to all students while ensuring students are appropriately placed and can manage the rigor and pace of these courses. Advanced courses will go more in-depth and at a faster pace as compared to our regular college-prep high school courses. For college and AP courses, we are required to follow their syllabus which typically outlines a fast-paced curriculum. Therefore, students enrolled in these courses need to have the work habits and academic skill to keep up with a challenging

pace. Students who are not able to keep up with the pace or score at the designated achievement level will be rescheduled to a typical college prep course vs an accelerated course. The guidelines for the advanced courses at Nokomis Regional High are as follows:

- All advanced classes will be open to all students.
- Students will be expected to earn a minimum average of 80 to remain in an advanced course. Grades will be reviewed at Progress Report time and Quarter's end. Students not meeting the academic expectations will be reviewed and potentially removed from the course. Students seeking to re-enroll in an advanced course must achieve a high level of academic achievement and have administrative approval in order to be considered for re-enrollment.
- Students will choose honors/AP classes during pre-registration.
- Once enrolled, students will be subject to all add-drop procedures.
- Students will be expected to take any course ending exams like CollegeBoard's AP exams.
- The school will cover the cost of the exam(\$85), any student missing the exam will reimburse the school for the cost of the exam.
- Students are expected to make an honest effort to engage in and successfully complete online or college course(s) where the school has paid a course or any other fees. If a student requests to be removed or fails the course due to a lack of sincere effort, they may be asked to reimburse the school the cost of the fee(s).

Home Schooling

Home schooling is an alternative to regular school attendance, and therefore must be approved by the State of Maine. Parents are responsible for providing lessons and curricular materials to their children. For information on Homeschooling please refer to School Board Policy [IHBG](#).

Release of Names

The federal education act *ESEA* requires schools to release names, addresses, and phone numbers of students to military recruiters and institutions of higher learning unless parents specifically request in writing that no information be released without their consent. Parents should contact the guidance office if they wish to withhold release of directory information to recruiters.

Transfer Transcripts

We recognize high schools across the country vary in how they report student achievement on their transcript. Students who transfer to Nokomis from another high school will have their courses, grades, proficiency, standards, and/or credits evaluated and recorded on the Nokomis transcript with a notation of what was earned at the previous school. No high school credit is given for classes taken before a student is enrolled in high school.

- (a) Conversion: In some cases, information like grades, standards or proficiency measures will be converted to a system compatible with the Nokomis system.
- (b) Graduation requirements: All transfer students must meet the Nokomis graduation requirements, regardless of when they transferred, and regardless of requirements at the previous school.
- (c) Home School or other non-traditional schools: Students transferring in from home school programs and/or other non-traditional educational programs must provide evidence of courses successfully completed. In addition, students enrolling at Nokomis must be enrolled during their senior year and complete at least the equivalent of one year of required courses

at Nokomis, in addition to meeting all other graduation requirements to be awarded a Nokomis Diploma.

Standardized Testing- Standardized testing provides our students and school an important opportunity to measure students' achievement level on nationally normed tests. Although we all recognize it may not be "fun" to take tests; it is critical we prepare and support students in being good test takers. The tests we administer can open doors of opportunity for post-secondary options, identify academic areas needing further development and help prepare students to be confident and successful with tests they may need for their future careers.

All freshmen, sophomores and juniors will take the fall NWEA as part of our state assessment and progress monitoring system. The State's high school assessment is the NWEA and the MEA Science Augmentation will be administered to all third year students (Juniors) in the fall of 2021 and spring of 2022. These tests are administered during normal school hours and RSU19 School Board Policy mandates that students must take the high school state assessment as part of the graduation policy.

III. ATTENDANCE

The most important prerequisite for success in school is daily attendance and punctuality. Teachers take daily attendance in each class and account for any students not present. Not only do we take this responsibility seriously, but state law requires the school to monitor student attendance and identifies which absences can be considered excused or unexcused.

Parents can support us by contacting the school in a timely manner and provide the reason for the absence. Parents can send in written notes with their child the next day, call the office at 368-4354, or e-mail the attendance secretary, Melissa Leali at mleali@rsu19.net. If your child is out for an extended absence, please call the school so arrangements can be made to get school assignments home.

The Main Office will follow State Law in determining which absences are excused vs. unexcused. Explanation for an absence must be submitted to the office within five school days from the date of the absence.

Excused Absence

State law establishes five reasons for an excusable absence (MRSA 20-A ss 5002-4):

- (1) Personal illness
- (2) An appointment with a health professional that must be made during the regular school day
****A note from the health professional is required**
- (3) Observance of a recognized religious holiday when the observance is required during the regular school day
- (4) A family emergency
- (5) A planned absence for a personal or educational purpose that has been approved.
- (6) Homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development center placement or some other out-of-district placement that is not otherwise authorized by either an individualized education plan or other education plan or a superintendent's agreement.

A parent may call (at 368-4354) or email tmurray@rsu19.net or mleali@rsu19.net to excuse the absence. In your email, note or phone call, please state the parent's name, the student's name, the date of absence, and stating one of the above reasons. Otherwise the student should bring a note, signed by the parent or guardian, specifying one of the above reasons for the absence and present that to the office. The excuse needs to be reported to the office immediately. **If the absence is excused, a student will have one week to make up the assignments.**

Unexcused Absence is any absence, with or without parental awareness or approval, which does not meet any of the six reasons for excusable absence as defined by law. Unexcused absence is truancy. Consequences: Any assignments missed due to an unexcused absence will be given a grade of zero.

State law defines Truancy as the following: A person is truant if:

- A. The person is required to attend school or alternative instruction and has completed grade 6 under this chapter and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; [PL 2019, c. 235, §3 (AMD).]
- B. The person is required to attend school or alternative instruction and is at least 6 years of age and has not completed grade 6 under this chapter and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year; or [PL 2019, c. 508, §4 (AMD).]
- C. The person is required to attend school pursuant to section 3271, subsection 1-A and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

Excessive Absence

One of the strongest predictors of success in school is having regular attendance. If there is a reason a student can not attend school regularly, parents/guardians must communicate with the guidance counselor or the Principal to develop a plan for regular attendance that supports the student's success in school. A student is considered truant if they have 7 unexcused absences in a row **OR** the equivalent of 10 full days of unexcused absences.

However, even absences that are excused can cause a student to fall behind, so it is important for families and schools to work together to minimize the time that students miss school. School nurses, guidance counselors, social workers, homeless liaisons, and special education departments can be helpful when families are struggling with chronic health and other issues that make regular attendance challenging.

Skipping School

Skipping school is an unexcused absence without parental awareness and/or approval. Skipping school is truancy and is a serious offense because parents have a reasonable expectation that their children are in school. Consequences: Any student who skips school or leaves school grounds without permission may be required to make up the time in **after school detention(s) or Learning and Behavior Program. As with unexcused absences, any assignments missed due to skipping will be given a grade of zero.** Any student who encourages another student to skip school, or provides transportation for a person who improperly leaves school grounds will also be disciplined. When absences begin to exceed normal parameters, written documentation may be required to satisfy district needs and State Truancy Laws (See MRSA Title 20A SS 5001-A).

Excessive Absence and Field Trips or Excursions

Students may be excluded from field trips or excursions that take them out of class if the principal determines that absenteeism has interfered with learning or that the intended field trip or excursion is likely to interfere with learning.

Closed Campus

Nokomis Regional High maintains a closed campus in accordance with board policy. This means that students must arrive at the beginning of the day and remain at school the entire day. Students are not free to come and go at will. Students are not allowed to leave school grounds for any reason other than approved activities. Because RSU 19 is responsible for the well being of each student at Nokomis, **leaving school without permission** will be considered a serious offense with appropriate consequences. Assignment to the **Learning and Behavior Support Program** is the usual punishment for leaving school without permission. We ask for parents to support this and to not request students leave during the school day for unnecessary stops like going for coffee or out to lunch.

Early Dismissal

Students who need to be dismissed from school must have a note from a parent/guardian or the parent/guardian may call the school to dismiss the student. Students will **not** be dismissed to go with another adult or student without written permission of the legal guardian that includes a telephone number where the parent (or adult on the emergency card) may be reached. The same reasons allowed by state law for excused/unexcused absences apply to early dismissals.

Tardy to School/Class

Students who are tardy to school in the morning must also report to the office with a parent note or parent phone call and sign in using the iPad located by the door of the main office. If a student collects three tardies to school, an administrator may issue a detention. Teachers may issue similar penalties for being tardy to class.

Planned Absence

Teachers and administration should be informed in advance of any planned absence from school. The form is available in the office. Students are responsible for any missed work and will have an amount of time equal to the time missed to make up work when they return. For example, student's missing 1 week of school will have 1 week when they return to turn work in. Teachers may use their discretion to extend the deadline or provide alternative assignments when appropriate.

Homework for Extended Absence

Occasionally students have an absence for extended periods of time, due to accident, suspension, illness, hospitalization, planned absence, or rehabilitation. Upon request, the school will help these students keep up with their studies.

For an absence of two weeks or less, the goal is to keep up with normal assignments. The parents should notify the attendance secretary and ask for assignments to be collected.

For an absence of more than two weeks, the goal is to provide alternative educational opportunities in core classes. The student or parent should notify the student's guidance counselor who will meet with teachers, parents, and agencies to develop an alternative educational plan. When the student returns to school the grades earned will be treated the same as if the student had transferred from another school.

Attendance Coordinator

As required by state law, an Attendance Coordinator has been appointed at Nokomis Regional High to monitor students with attendance problems. The Attendance Coordinator will work with students and their families to resolve situations complicating school attendance. Alternatives to normal programs, transportation, and regular education may be pursued through the Attendance Coordinator. The Nokomis Regional High Attendance Coordinator is Ryan Martin.

Court Order to Attend School

Sometimes students are ordered by the court to attend school. We appreciate the support of the courts to order students to attend. Implicit in such an order is the responsibility of the students to follow all school rules and to behave in such a fashion that they will not be suspended or expelled.

IV. HEALTH AND SAFETY

Communicable Diseases ([Policy JLCC](#))

According to state law you cannot attend school and/or school activities if you have a communicable disease that requires quarantine. Quarantine regulations established by the Bureau of Health will be followed. Students who have other types of communicable diseases shall be excluded from school as prescribed by law, or shall observe other protective procedures according to recommendations issued by the school physician.

To return to school after having had a communicable disease, a student must provide a certificate from the attending physician. The building principal and/or the school nurse must give permission before the student is readmitted to class.

Prescription and Non-Prescription Medicines

Students must not have prescription drugs in their possession at school or on the bus except for asthma inhalers and bee sting kits, which may be carried with parent *and* school permission. If students are taking prescription drugs, they should work with their doctor to time the administrations for when students are home, as the school board discourages the administration of medicines on school premises (if other options exist). If no other option exists, students may be administered medications by non-licensed school personnel with parent permission (doctor's permission is required for medications lasting more than four weeks). Follow this protocol ([Policy JLCD](#)):

- Parents, **not students**, must bring the medication to the school office.
- Medicines must be in the original container, properly labeled with the child's name, doctor, prescription name, dosage, and the time to be taken. No more than a five-day supply may be kept at school without the principal's permission.
- The parent is responsible for replenishing medication as well as removing medications that are no longer needed or anything left at the end of the school year.
- The form "Permission to Administer Medication" must be completed and signed by the parent/guardian prior to administering medicine. (The Physician's Medication Form must be completed for medications exceeding four weeks.)
- Parents must inform the school in writing of any change of administration of medication or change of custody.
- Students must come to the office when it is time for the medicine, and the secretary will dispense it to them.

- Non-prescription medicine must have a note from the parent, with a clear set of directions to administer. They must be in the original container, clearly labeled with the child's name, type of medication, dosage, and time it is to be given.
- Students must *never* give medication, either prescription or over-the-counter, to another student, nor ask for or receive such medication.
- Violation of this medication policy may also be considered a violation of the drug and alcohol policy, which carries mandatory penalties for possession, use, or furnishing.
- EXCEPTIONS TO THIS POLICY: Certain temporary or on-going medical conditions may necessitate that students are allowed to carry and self-administer emergency medication using the appropriate device such as asthma inhalers, insulin and epinephrine auto-injectors during school. The safety and well-being of our students is a priority so any student in this situation must communicate medical needs with either the school nurse and/or administration before bringing any medication, medical devices or supplies to school. To avoid any unsafe situations for students and/or creating a violation of this policy, students must first communicate the need and provide any relevant written documentation or criteria which may include but are not limited to:
 - a. Written approval from the student's health care provider indicating that the medication/treatment is prescribed and the student has the knowledge and the skills to safely possess and use the medical apparatus.
 - b. Written approval (for minor students) from the student's parent or guardian to carry and administer the medication during school.
 - c. The student demonstrates appropriate technique to the school nurse, ensuring proper and effective use of an asthma inhaler or an epinephrine auto-injector.

Crisis Response Plan

In the event of a crisis or threat of crisis within the school, students will be given specific instructions from the office via the intercom and their classroom teacher. Students must follow the directions of staff immediately. The school has a complete crisis plan developed in collaboration with the police department, in which teachers and administrators have specific responsibilities, including threat assessment.

Lock Down: Students will be told from the office to stay in or return to their classroom, and the teacher will lock the door.

Evacuation: Students will either be told from the office to evacuate or the fire alarm will sound. Students and faculty will exit the building immediately using the fire drill routes. Upon evacuation they may be sent to a designated place off-campus for safety. Students may not access their cars in an evacuation.

Bomb Threat: In the event of a credible bomb threat, students will be evacuated and placed in a secure location or on the buses. The building will be searched. When the building has been secured to the satisfaction of the police, fire, and school officials or their designees, students will re-enter the building and resume classes (refer to policies [EBCA](#) and [EBCC](#).)

- (a) A bomb threat is a violation of civil and criminal law, as well as school policy. Maine's law enforcement community is committed to maintaining our schools as the safest of all places in America.
- (b) Any bomb threat is reported to the Department of Education and to law enforcement personnel.
- (c) Since a bomb threat is very disruptive to the educational process, the school and law enforcement vigorously investigate, prosecute, and discipline people who make such threats. School discipline will include an expulsion hearing. The school will provide information to law enforcement authorities.

Notification: The superintendent will notify parents through appropriate channels. It is understandable that in the event of a serious crisis, parents will be concerned about the safety of their child and want to speak with them or take them home. However, it is important that school officials and other emergency response officials are able to secure the school campus first. This may mean that parents will not be allowed to access our campus or be able to sign their child out in the normal manner. We ask that parents cooperate with school or police officials to keep everyone safe.

Cameras: Security cameras monitor and record activity in public areas of the school.

Locked Campus The exterior doors to Nokomis Regional High have been outfitted with access controls that limit the time exterior doors are unlocked. Before school, all students must enter through the entrance near the Main Office. During school, all exterior doors, including the Main Office entrance, will be locked. Any students or visitors coming into Nokomis during the school day will have to use the main entrance and report to the Main Office first. If the Main Office entrance doors are locked use the call button to the right of the door and office personnel will unlock the door.

Asbestos Statement

In compliance with AHERA regulation 763.93, RSU 19 has been inspected for the presence of asbestos containing materials in all school buildings. A Management Plan has been developed. The plan is available for public inspection at the Superintendent of School's Office, 182 Moosehead Trail, Newport, Maine, during regular office hours (8:00 A.M. - 4:00 P.M.).

V. TRANSPORTATION

RSU 19 offers transportation to and from Nokomis Regional High for every student. Specific bus rules will be posted on the buses.

Riding the Bus

- Riding the bus is a privilege and a convenience provided by the school district.
- Students attending the Tri-County Center in Dexter must ride the bus to and from Dexter unless granted written permission by administration.
- Bus drivers will only stop at designated bus stops, and they will not admit anyone who is not assigned to that particular bus.
- Students will ride only on assigned buses and will be transported only to the original pick-up point.

- Students may not disembark at points other than the original pick-up point, nor may they ride other buses.
- When students board a bus, they become the responsibility of the school district. That responsibility ends when they are delivered to their regular bus stop at the end of the day.
- Since the bus is an extension of the classroom, students must conduct themselves in a manner consistent with proper classroom behavior.
- Students who wish to ride a different bus from their assigned bus must get permission from the principal.
- Students who ride the Activity bus must have a pass from the teacher/adviser they stayed after school with to board the bus.

Driving a Car

- a. Students with a valid driver's license may drive their car to school and park in the assigned lots. Cars should be registered in the main office.
- b. Once at school, the car must be parked, and it must remain parked until proper dismissal.
- c. No driver may take another student off school grounds in a private car except after proper dismissal. No driver may pick up a person who rode the bus, walked to school, or rode to school in another car, and take that person off school grounds. No student may get in the car with another student and leave school grounds except after proper dismissal.
- d. Cars must be driven properly, safely, and at low speed (15 mph maximum) in the school zone. Cars must be driven and parked only in approved areas. Students must stay off the lawns and walkways.
- e. Students must not pass a stopped school bus with lights flashing.
- f. Students may not drive their car to and from school-related activities, nor ride in a car driven by another student. They must ride school-approved transportation, which is either a bus, or approved staff-driven car or van. Any exceptions must be approved in advance by the principal and must include (1) a notarized permission slip from a parent, or (2) a signed permission slip from a parent combined with a phone call from the parent to the assistant principal or principal, verifying the note. Parents should include a phone number on the note where they can be located. If two or more students are to ride in that car, each student must have the verified parental permission.
- g. Students may not visit or move their vehicle, nor drive their vehicle off campus during the school day unless given permission by an administrator.
- h. The privilege of bringing a car to campus can be revoked if attendance problems develop.
- i. Students should plan to leave for school early enough each day to prevent tardiness caused by car problems.
- j. Irresponsible use of private vehicles (not restricted to operation), or violation of these rules, may result in suspension of driving privileges, detention, or other penalties as prescribed by law.
- k. All students will use the parking lot adjacent to the school, to the right of the main entrance.

Snowmobiles and ATV's

Snowmobiles and ATV's are permitted private transportation. Students are asked to maintain slow speeds for the safety of all, drive on designated trails, and park in designated spots.

Parking Lots

The student parking lot is the large parking lot located on the side of the school. No parking alongside the driveway is allowed because this is for bus loading only. This parking lot is also a shared parking lot with staff members. All students need to display a school-parking pass when parking on school grounds. To get a parking pass, students must bring their vehicle registration to the Main Office receptionist who will record the information and provide the parking pass.

School Trips

Nokomis supports supplementing our curriculum with academic opportunities beyond the Nokomis Campus that require traveling to other sites. These trips often provide valuable, memorable experiences but at the same time it is important to balance these gains with the loss of class time.

Rules for all trips are listed below:

- I. Permission slips and/or parental consent, with contact information, must be provided before the trip
- II. All school rules apply on the trip
- III. Students must be in good standing academically and behaviorally
- IV. Students are responsible for school work missed, review the trips below for make-up timelines
- V. Absences are excused and students are allowed to make work up
- VI. Any backpacks, bags, or luggage may be subjected to searches by trip advisors.
- VII. Teachers may use their discretion to extend deadlines or provide alternate assignments where appropriate.

Specific rules for the various trips are listed below.

Field Trips during the School Day

Teachers will provide and collect permission forms. If classes are missed, students are responsible for any work due or assigned for those classes. If possible, work due should be turned in before the trip, but no later than the next class meeting. Students are responsible for meeting with the teacher before the next class to get any work assigned in order to be prepared for the next class. If your teacher feels it is not wise for you to miss class, you may be denied permission to take the trip. Such a decision would involve your teacher, the leader of the trip, and, perhaps, the principal.

Multi-Day/Overnight School Trips

Parents must attend any required preparatory meetings held by the trip advisor and provide any necessary documentation to the adviser. Violation of school rules during the trip can result in the parent being required to meet the group to pick their child up or pay for individual transportation home. Students will have an amount of time equal to the time missed to make up work when they return. For example, student's missing 1 week of school will have 1 week when they return to turn work in. Additional costs may be associated with these trips and are the responsibility of the student and/or parent.

Out of State or Overseas Trips

There are opportunities for students to travel out of state or overseas on planned trips. These trips are intended for students' personal enrichment and are not school-sanctioned trips. The student and parents assume the responsibility of all and any risks that exist with this type of travel. The school does not provide funding for these opportunities.

Extra-Curricular Bus Trips

When you take a trip or excursion as part of an athletic team or co-curricular group, such as a music trip, you must ride on the school bus to and from the event. You may not ride in a private vehicle. The only exception to this rule is that you may ride with your parent or guardian *provided the parent meets face-to-face with the coach/adviser just prior to your departure and confirms that you will be traveling with your parent.* A note from the parent will not suffice. You may not ride home with a friend, parent of a friend, or other relative. Violation of this policy may render you ineligible to participate in the event and may include other serious consequences. The principal may grant exceptions on a case-by-case basis for extraordinary circumstances.

Excursions

Excursions by clubs and other extracurricular programs that sponsor trips are still covered by the Academic Eligibility provisions of the Extra-Curricular Policy. In other words, students must remain academically eligible in order to go on excursions. Other rules will apply to excursions, depending on the nature of the trip.

VI. STUDENT CONDUCT

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the RSU 19 School Board has developed a System-Wide Code of Conduct ([Policy JIC](#)) with input from school staff, students, parents, and the community. The code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment. In addition to specific RSU19 policies, Nokomis Regional High also has established school rules explained in this handbook. Students must respect authority and abide by RSU 19 policies, school rules and regulations, as well as state and federal laws.

Code of Conduct

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- a. **Jurisdiction.** RSU 19 has jurisdiction over its students during the regular school day and while going to and from school on district transportation. This includes any activity during the school day, on any RSU 19 school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.
- b. **To and From School.** Students who ride to and from school on RSU 19 buses will be subject to all school and district rules and policies. For students riding in personal vehicles, the district does not assume responsibility for the acts of students going to and from school. However, if the circumstances warrant, the school may take disciplinary action. On the way to and from school, students will not loiter, litter, trespass, abuse, assault one another, or create a nuisance for residents or businesses of the community.
- c. **School Events, On and Off Campus:** Whether an event is during the regular school day, home or away, students participating in and/or attending events where Nokomis is participating are expected to represent our school in a positive manner by demonstrating good citizenship and sportsmanship. The same school rules and expectations during and in school are applicable for all events regardless of where or when they are held. Students

who violate school rules or poorly represent our school at any events will be subject to removal from the event and any appropriate consequences will be issued.

- d. **Student Conduct Policies.** Specific RSU 19 policies address student conduct, including student dress, hazing, substance abuse, possession or use of weapons, harassment, attendance, acceptable use of the computers, and more. Most of these are summarized below.
- e. **Prohibited Activities.** In general, acts that jeopardize the safety and well-being of any person or property on campus or the orderly operation of school are prohibited. Common examples are as follows:
 - Cheating, borrowing, or copying the work of another, or allowing work to be copied.
 - Throwing objects that can cause bodily injury or damage property.
 - Leaving school grounds without a school official's permission to do so.
 - Using profanity, vulgar language, or obscene gestures.
 - Refusing to complete school assignments.
 - Failing to comply with lawful directives from school personnel, including classroom teachers, librarians, administrators, teacher aides, secretaries, custodians, and food service workers.
 - Failing to comply with district policies, rules, and regulations.
 - Damaging or vandalizing property owned by other students, district employees or the school.
 - Engaging in misconduct on school buses.
 - Fighting.
 - Committing acts of intimidation through use of force or threats of force
 - Engaging in verbal abuse or harassment, i.e. name-calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, which may cause disruption or incite violence.
 - Engaging in rude or disrespectful behavior to others.
 - Being insubordinate.
 - Being tardy, truant, or otherwise skipping classes or other scheduled activities or in an unauthorized area.
 - Causing or participating in classroom disturbances.
 - Possessing or using fireworks or explosives.
 - Engaging in inappropriate public displays of affection
 - Engaging in any other conduct that disrupts the school environment or educational process.
 - Inappropriate use of technology such as cell phones, computers, and the Internet.

General Expectations:

- a. Address adults by their title and last name.
- b. Remove hats when entering a public building.
- c. Affection between couples must remain appropriate. Holding hands is acceptable. Kissing or extended embracing is not appropriate in school.
- d. We expect all students to be courteous at all times.
- e. If you accidentally break something, notify a teacher. If you spill something, clean it up or ask for help.
- f. Students may not engage in behaviors that are inconsistent with the image of Nokomis as an institution of learning.
- g. Offer to help others; thank others for helping you.

Classroom Rules:

Teachers are empowered to make rules necessary for the proper management of their classes. Students are to adhere to these rules, even though they may not be described in the Student Handbook.

Academic Honesty:

The faculty at Nokomis is interested in what YOU have to say, what YOU are thinking about, and how YOU would say it. We expect you to take pride in your work and hold yourself to the highest standards of honesty regarding your school work. Any attempt to copy, steal, or plagiarize academic work is a serious violation of school rules and damaging to one's character and credibility. Any student who is struggling to complete work on time and/or to understand how to complete work needs to ask for help vs taking a short cut and cheating.

Plagiarism is the act of using information, graphics, pictures, music, or wording from others without giving proper credit. Use material from other sources (such as the Internet, a book, a friend, etc) to supplement and inform your own ideas, not to replace them. **Cutting and pasting** material from the internet into your own reports and projects without properly citing it is plagiarism. Using another student's work to help you complete your work is cheating. It is the responsibility of the teacher to identify whether or not the plagiarism was deliberate or accidental:

Deliberate Plagiarism: Presenting someone else's work as one's own; copying any discernible amount of text from another source without providing citation; using electronic translators or translation services on foreign language assignments.

Accidental Plagiarism: Failure to write complete, correct citations.

Deliberate plagiarism or cheating shall be treated as a severe disciplinary matter.

EXAMPLES of CHEATING:

- Allowing other students to use your work to complete their own work.
- Cutting and pasting from the internet without quoting or citing.
- Inappropriately accessing teacher's materials or manuals to get answers.
- Using the internet, calculator, and/or cell phones to help in completing any school work when the teacher has indicated it's not allowed.
- Helping another student to do work that is supposed to be done alone.
- Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive

CHEATING WILL BE ADDRESSED AS FOLLOWS:

- First, the teacher will collect and preserve the evidence of cheating.
- Second, the teacher, away from other students, will ask the student what happened, share the evidence regarding the cheating, and give the student an opportunity to explain themselves.
- If the teacher is satisfied that whatever happened does not rise to the level of cheating, no report needs to be made to the office but the teacher will communicate with the parent/guardian to keep them informed.
- If the teacher and student agree cheating happened, no grade or score will be given for the work where cheating occurred. The teacher will provide an appropriate and equitable replacement activity to be completed in a reasonable amount of time. In addition, the teacher and student will identify any additional consequence needed which can include a teacher set detention, office detention or other consequence(s). A disciplinary report will be sent to the office and the parents notified as to what happened and agreed upon consequence.

- If the teacher and student cannot come to a consensus, the issue will be referred to administration to help resolve the matter. The teacher will write up the disciplinary report and contact the parent.
- Repeat offenses in a class of cheating will result in no credit for the work/assignment, no opportunity to make up the work, and be referred to the office.
- Like other school rule violations, the severity of the incident will determine the severity of the consequence. See "Discipline" under the Student Conduct section for a list of possible consequences.

Use of Artificial Intelligence:

Artificial intelligence is the simulation of human intelligence through the use of computer systems. The use of AI (like ChatGPT or other large language models) to complete homework assignments, essays, projects or other assignments is prohibited and constitutes a violation of Nokomis Regional High academic honesty policy (see above). Students may not claim AI generated work as their own. In some cases, AI can be a helpful learning tool or study aid. If you have questions about the use of AI for a legitimate educational purpose, please communicate with teachers or administrators.

Cell Phones (Policy: [JFCK](#))

The RSU 19 Board recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules. RSU 19 is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop any school rules necessary to implement this policy.

While we appreciate the potential benefits that cell phones can bring to education, we have found that cell phones are getting in the way of the learning process for our students. Our staff members are struggling with student focus because of cell phones/headphones and have asked for more limitations on their use. To better assist our students and in accordance with policy [JICJ](#), Nokomis students **will not be able to use their cell phones or ear buds during the school day**. If a student's smart watch use becomes a distraction, they will be treated the same. We are asking students to keep the devices out of sight during the day, in their vehicle, left at home, in a backpack, pocket or locker. Whatever each student can stick to consistently works. These devices can not be used in classrooms, hallways, the library, cafeteria or study halls.

Students who must make a telephone call are expected to use the telephone in the office. Unless there is an emergency, calls should not be made during class time. Students will not be called from class to receive incoming calls except in an emergency. We encourage parents to not call or text their students during class. Please call the Main Office to contact your child.

Bullying and Cyberbullying: (Policy [JICK](#))

Please refer to School Board policy [JICK](#) for detailed definitions of Bullying and Cyberbullying. It is our intent to ensure that Nokomis is a safe place to learn. Bullying and other forms of peer mistreatment affect not only the targets, but also those who participate in and witness that type of behavior. These behaviors must be addressed to ensure a safe and inclusive learning environment.

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;

3. Harassment and Sexual Harassment (as defined in board policy ACAA); 4. Retaliation against those reporting such defined behaviors; and 5. Making knowingly false accusations of bullying behavior.

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

If bullying or cyberbullying is reported, administrators will investigate. Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel (Refer to policy [JICK - E1](#))

If bullying behavior is substantiated, disciplinary actions will take place that could include detention, suspension, expulsion, or alternative disciplinary measures. Alternate disciplinary measures include, but are not limited to the following (Policy [JICK - R](#)):

- Meeting with the student and student's parents
- Reflective activities, such as requiring the student to write an essay about the student's misbehavior
- Mediation when there is mutual conflict between peers, rather than one way negative behavior, and when both parties freely choose to meet
- Counseling
- Anger management
- Health counseling or intervention
- Participation in skills building and resolution activities such as restorative conferences
- Community service
- In-school detention or suspension which may take place during lunchtime, after school, or on weekends.

Discipline:

All teachers and staff are authorized to keep order in the school. Students must obey their directions. Any serious disciplinary problems are referred to administration. Students can expect to be given due process opportunities to present their side of the story and to hear any complaint against them. Always, our first step will be to discuss with those involved the details of any situation. ***Students that are questioned about an incident are expected to be honest and forthright. Any student lying or otherwise obstructing an investigation may be subject to disciplinary action.*** In many cases, simply having students accept responsibility, express remorse, or apologize for behaviors will meet the needs of maintaining a sensitive and orderly school climate that protects the rights of all. If a consequence is required, it will involve one or several of the following steps, depending on the severity and frequency of the offense.

- a. Verbal Reprimand
- b. Reflection Period
- c. Apology
- d. Peer Mediation
- e. Restitution
- f. Counseling
- g. Parent-Student-Staff Meeting
- h. Suspension from School Activities or Class
- i. School-based community service
- j. Afternoon Detention, 2:30-3:30 PM
- k. Learning and Behavior Support Program during 1 class period
- l. Learning and Behavior Support Program 8:10-2:25 PM

- m. Suspension from School from 1 to 10 days
- n. Contact of Law Enforcement
- o. Meeting with the Superintendent of Schools
- p. Expulsion Hearing before the Board of Directors.

Students referred to the office will be written up on a disciplinary referral form, and a copy will be given to the student to give to his or her parents. A copy will also be forwarded to the referring teacher. We encourage parent conferences.

Corporal Punishment and **Use of Force** Parents and students can expect that no teacher or staff member will inflict corporal punishment upon a student. Physical restraint and seclusion, as defined by Policy [JKA](#), may only be used as an emergency intervention when the behavior of a student presents a risk of injury or harm to the student or others. However, for the safety of all, staff may take reasonable actions: (1) to restrain a pupil from an act of wrong-doing, (2) to quell a disturbance threatening physical injury to others, (3) to obtain possession of weapons or other dangerous objects, (4) for self defense, and (5) for the protection of persons or property.

Detention. Detention is assigned for various offenses, either by the teacher, or by the office. Teacher detentions are held in that teacher's room after school. Office detention runs from 2:30-3:30 p.m, Tuesday, Wednesday and/or Thursday. Detention takes precedence over all extracurricular activities. If a detention is missed without office approval, a student may have the detention doubled or placement in the Learning and Behavior Center.

Out-of-School Suspension and Learning and Behavior Support Program.

The principal, assistant principal, or dean of students may suspend a student for up to 10 days for violation(s) of school policy. Suspension is reserved for the most serious acts such as willful disobedience, out-of-control behavior, dangerous acts, drug/alcohol/tobacco offenses, fighting, threats, or patterns of behavior that undermine the mission, peace, safety, or effectiveness of the school. If a student is suspended, a letter will be sent home to parents, informing them of the reason and the dates of the suspension. If possible, the parents are called. A suspended student is not allowed on any RSU 19 property, Tri-County Tech, or the middle and elementary schools during the suspension. Violation of this prohibition is trespassing and may result in the police being called. A suspended student may not attend any school event or field trip.

Learning and Behavior Support Program (LBSP)

The principal, assistant principal, or dean of students may assign short-term placement in the Learning and Behavior Support Program for serious school rule violations or repetitive minor violations. Students who are deemed a safety risk to either themselves or others or students who cannot maintain control will be assigned out-of-school suspension and not placement in the Learning and Behavior Support Program. If a student is suspended or assigned to the Learning and Behavior Support Program, a letter will be sent home to parents, informing them of the reason and the dates of the action. Students must have administrative approval to participate in any after-school activities.

While working in the Learning and Behavior Support Program, students will be assigned to a quiet space away from other students, be expected to work on schoolwork, and be supervised. Generally, students will not be assigned to this for more than 3 consecutive days for an incident, unless there are extenuating circumstances. Students will be allowed appropriate restroom breaks. LBSP will start at the beginning of school and end at the regular dismissal time at the end of the day. Refusal to attend LBSP or be cooperative during LBSP will result in a meeting with the student, parent(s) and Principal before being allowed to school.

Threats of Violence

No student is to threaten bodily harm or death by violent means to any student, staff member, or person connected with Nokomis Regional High. All threats are taken seriously and will result in immediate disciplinary action, which may include suspension, calling in police authorities, mandatory counseling, and a possible expulsion hearing. Student safety and the well being of us all are of prime importance to RSU 19, and threats towards others will not be tolerated.

Guns and Weapons

- a. **Guns are Prohibited.** By state law, a person may not possess a firearm on public school property or discharge a firearm within 500 feet of school property (only law enforcement officials are excluded.) PENALTY: A student who violates this law will be expelled from school.
- b. **Weapons and Look-alike Weapons are Prohibited.** Possession of any item, which may present a reasonable danger to students, staff, or other occupants of the building, is prohibited. These may include, but are not limited to the following prohibited items.
 - No knives, including jackknives, "leatherman" multi-tools with knife blade or cutting tools.
 - No spikes, whether on clothing, shoes, jewelry, or in body piercing,
 - No blades,
 - No large chains or clubs,
 - No look-alike weapons are allowed on school property. Violations of this section will face immediate consequences (See Board Policy [JICIA](#)).

Drug and Alcohol Policy

The Board of Directors recognizes its share of responsibility for the health, welfare, and safety of the students who attend RSU 19 schools. The Board is concerned about the community problems of drug use and abuse, and the board further recognizes that the illegal or inappropriate use of narcotic drugs, depressants, or other controlled substances constitutes a hazard to the positive development of students.

Students may not possess or use any prohibited substances, nor possess related paraphernalia at any school-sponsored activity, or on any RSU 19 property. Violations will result in discipline. Prohibited substances include marijuana, alcohol, and any controlled substance described in state law Title 17-A MRSA s 1101. *Being at school while under the influence or while showing residual signs of use prior to arriving at school is considered the same as use.* ([Policy JICH](#))

1st Offense: Students are suspended for five school days. Parents are informed of the suspension and the grounds for suspension, and the proper authorities are notified.

2nd Offense: Students violating this policy on a second occasion within 365 days of the first offense, shall be suspended for ten school days and brought before the School Board for an expulsion hearing. The proper authorities will be notified.

Furnishing: Any student who sells or otherwise furnishes, or offers to furnish a prohibited substance shall be treated as above for the 2nd offense. Police will be called.

Hazing is Prohibited

Maine law defines injurious hazing, "as any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school." It is the policy of Nokomis Regional High to prohibit injurious hazing activities of any type, either on or off school property, by any student, staff member, group, or organization affiliated with the education process. No employee of the school system will encourage, permit, condone, or tolerate injurious hazing activities. No student shall plan, encourage, or engage in hazing activities. Any violator of this policy will face disciplinary action. People not associated with RSU 19 system who engage in hazing activities will be subject to any civil or criminal action of the

state. If you see hazing going on, or if you are a victim of hazing, report it immediately to a teacher or administrator.

Harassment Policy

RSU 19 recognizes the right of each student to perform in an atmosphere that is free of intimidation, ridicule, hostility and offensiveness. In order to ensure such an atmosphere, RSU 19 will not engage in harassment of students and students should not harass other students, where harassment is based upon race, color, sex, religion, age, national origin, sexual orientation, or handicap. Harassment based upon gender preference will not be allowed in RSU 19.

- a. Examples of prohibited harassment.** Unwelcome gender advances, gestures, comments, or contact, threats, offensive jokes such as ethnic jokes, ridicule, slurs, spreading of gender rumors, and derogatory action or remarks.
- b. Sexual harassment defined.** Sexual harassment is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature, such as unwanted touching, sexual jokes, spreading sexual rumors, obscene gestures, displaying sexual material in lockers, placing sexual material in a school computer, using sexual orientation as insult, and making sexual suggestions or threats. Sexual harassment can also occur when your rights or opportunities are limited because you are male or female.
- c. Inform the harasser.** It is important that you inform harassers that their behavior is unwelcome, offensive, in poor taste, or highly inappropriate.
- d. Inform officials.** If the student feels uncomfortable with confronting the harasser, or if informing doesn't end the harassment, the student is encouraged to inform the affirmative action representative or principal at the earliest opportunity. Students who believe that they are victims of harassment should report such occurrences to the Assistant Principal, Mr. Martin, at 368-4354, ext. 2104, the RSU 19 District Affirmative Action Officer, who is Ms. Nadeau, Principal, at 368-4354 ext 2105, or any school department employee with whom they feel comfortable.
- e. Witnesses.** Victims can assist the investigation by identifying independent witnesses.
- f. Complaints. The Affirmative Action Coordinator shall advise the person who has allegedly been harassed** of the options, including informal resolution, formal complaint, Title IX civil action; formal request for discipline by the RSU 19 School Superintendent and/or school Board members; or by filing a complaint to the Directors of the United States Office of Civil Rights, U.S. Department of Education, Washington, D.C. Any person who feels that he/she has been harassed should report it to a teacher/school administrator immediately.

Tobacco, Nicotine, Illegal & Controlled Substances (T.N.I.C.S.), Electronic Cigarettes/Vaporizer Cigarettes (E-Cigarettes)

In order to promote the health, wellness and safety of students, staff and visitors and to promote the cleanliness of RSU 19 facilities, the Board prohibits smoking and all other use of electronic cigarettes/vaporizer cigarettes (e-cigarettes) and tobacco, nicotine, illegal and controlled substances (T.N.I.C.S.) products in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons. See Board Policy ([ADC-R](#) and [ADC-R1](#))

We reserve the right to confiscate any tobacco, e-cigarette products and/or other related paraphernalia found in students' possession as well as to determine when such possession constitutes use. By policy, the school administrator reserves the right to refer students to a law

enforcement agency on a case-by-case basis as the administrator may deem necessary. Additional disciplinary guidelines are also referenced in individual, general, and extra curricular policies.

Use of one of these products by a student enrolled in RSU 19 will result in the following ([ADC-R1](#))

- a. First offense:** Students violating this policy shall receive a suspension, in-school or out of school, at the discretion of the building principal or designee for up to three (3) school days. The building Principal or designee will determine the best course of action based on available evidence. Parents shall be informed of the suspension and grounds for suspension. Proper authorities may be notified. The student will be referred to the school counselor and or nurse for information regarding cessation classes and or substance abuse counseling.
- b. Second offense within 365 days of first offense:** Students violating this policy on a second occasion within 365 days of a first offense will result in a suspension, in-school or out of school, at the discretion of the building Principal or designee for up to five (5) school days. Parents will be informed of the suspension and grounds for the suspension. Proper authorities may be notified. The student will be referred to the school counselor and or nurse for information regarding cessation classes and or substance abuse counseling. Student will be required to complete a course recommended by our school based health official.
- c. Third Offense:** Students violating this policy on a third occasion within 365 days of a first offense shall be suspended for ten (10) school days and shall be brought before the School Board for an expulsion hearing. Parents will be informed of the suspension and grounds for the suspension. Proper authorities may be notified. The student will be referred to the school counselor and or nurse for information regarding cessation classes and or substance abuse counseling.
- d. Furnishing Offenses:** Students who furnish or provide illegal or controlled substances or devices used to inhale or ingest these substances, which is not limited to the device itself, including parts, cartridges, refill equipment, chargers and any other item used for the sole purpose of inhaling or ingesting illegal or controlled substances will result in a suspension, in-school or out of school, at the discretion of the building Principal or designee of up to ten (10) days. The building Principal or designee will determine the best course of action based on available evidence. Parents shall be informed of the suspension and grounds for the suspension. Proper authorities will be notified. The student will be referred to the school counselor and or nurse for information regarding cessation classes and or substance abuse counseling. Student will be required to complete a course recommended by our school based health official. Student may be brought before the School Board for an expulsion hearing.

Positive Staff & Student Relationships:

The Nokomis Staff takes great pride in our student body and is committed to supporting their academic, social and emotional growth and development. The RSU 19 Board also supports this positive relationship both philosophically and in policy. Policy [GBEBB](#), "*RSU 19 STAFF CONDUCT WITH STUDENTS*" requires this policy be printed in any staff, volunteer or student handbooks. Students are asked to be respectful of the professional boundary faculty and staff are required to maintain. **Policy GBEBB below:**

The Board expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The intent of this policy is to ensure that the interactions and relationships between staff members and students are based upon mutual respect and trust; that staff members understand the importance of maintaining appropriate professional boundaries between adults and students in an educational setting; and that staff members conduct themselves in a manner consistent with the educational mission of the schools. It is understood that staff members may interact with and have friendships with students' families outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive, but to refer the student to appropriate guidance/counseling staff for assistance.
- Sexual banter, allusions, jokes or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner;
- Permitting students to address staff members by first name, nickname or otherwise in an overly familiar manner;
- "Friending" students on social networking sites (outside of any school approved activity); and
- Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means.

Before engaging in the following activities, staff members are expected to review the activity with their building principal or supervisor, as appropriate:

- Being alone with individual students out of public view;
- Driving students home or to other locations;
- Inviting or allowing students to visit the staff member's home (unless the student's parent approves of the activity, such as when a student baby-sits or performs chores for a staff member);
- Visiting a student at home or in another location, unless on official school business known to the parent;
- Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside school-sponsored events or organized community activities.

- Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the Principal or other appropriate administrator if they believe a teacher or other staff member may be engaging in conduct that violates this policy. Staff members are required to promptly notify the Principal or Superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services, the District Attorney and/or law enforcement.

Policy to be included in Student/Parent and Staff Handbooks This policy shall be included in all employee, student and volunteer handbooks.

Cross Reference: [ACAA](#) Harassment and Sexual Harassment of Students

VII. CO-CURRICULAR ACTIVITIES

Co-curricular activities such as sports and clubs are an important part of the school, providing students with leadership opportunities, community service, applied learning, and the chance to meet and work with other students and coaches with similar interests. We encourage all students to participate in extracurricular activities.

Eligibility

Recognizing that participation in co-curricular activities is a PRIVILEGE that must be earned and maintained, RSU19 has established the following criteria for eligibility in all extracurricular activities:

Enrollment: The student must be a regularly enrolled student. Policy requires a student to be taking a minimum of six credits, five for seniors.

Attendance: The student must maintain regular daily attendance, and be in compliance with Nokomis Regional High's attendance policy (see section V).

Grades and Credits: The student must maintain passing grades in all scheduled classes. Academic eligibility will be checked at mid-quarter and at quarter's end. A failing grade at these checkpoints will result in ineligibility for a minimum of one week. Students who withdraw from a class after the add-drop period must have a passing grade or they will be considered ineligible. Home-schooled athletes' participation shall be governed by the homeschooling participation policy ([IHBGA](#)).

Incomplete Grades: *Incompletes* must be made up in order to determine eligibility. A grade of *P* indicates satisfactory progress for eligibility purposes

Progress Monitoring: Students and parents can monitor grades by logging into Infinite Campus to check on grades and Progress Reports will be mailed home at mid-quarter.

Academic Probation: Students who do not meet the above criteria will be placed on probationary status. In activities with interscholastic competition or performances, probationary students are not allowed to compete/perform until they have reestablished eligibility and maintained this eligibility for a period of one week. If there are no contests during the student's probationary period they will serve a one game suspension following

reestablishing eligibility. Students involved in co-curricular activities without competition/performances will be removed from the activity until there has been notable improvement. Students that receive probationary status will be monitored weekly until a grade check at mid-quarter or quarter's end determines eligible status. In the event that a student ends an activity on probation, they will begin the next activity in which they participate on probation.

Citizenship: All participants are expected to observe all school and coach/advisor rules, procedures and policies. Violations of any of the above expectations may lead to disciplinary action. It is the school's position that good citizenship is a requirement for extracurricular participation. Infractions may result in either probationary status or removal from the activity.

- (1) Participants will be neatly groomed and attired when traveling as a group.
- (2) Participants assume financial responsibility for all school issued equipment and clothing.
- (3) The sports season refers to the regular or extended school day, begins with the first meeting of the team, and ends with an awards ceremony.

Athletic Eligibility

Nokomis abides by MPA interscholastic rules. Therefore, a student athlete must meet the following MPA interscholastic eligibility rules:

Local Rules: You must meet all the eligibility rules of your own school.

Age: You must be under 20 years of age.

Enrollment: You must be regularly enrolled and academically active in the school you represent.

Undergraduate: You must not have graduated from high school or its equivalent.

Academic Eligibility: You must successfully complete 4 one-credit courses (or their equivalent) each quarter or you will be ineligible for a period of time to be determined by your local school.

Maximum Semesters: You will become ineligible after eight semesters of time (four years) from your entrance into the ninth grade, unless a waiver is granted by the MPA.

Seasons of Competition: You may not participate in more than four seasons of a particular sport at the high school level.

Outside Competition: You must not participate on a non-school team during your regular sport season unless you have permission from your principal.

Transfer Students: You may not transfer from one school to another for primarily athletic purposes. If you transferred schools within the last 12 months, check with your principal or athletic administrator to determine your eligibility status.

Penalty: The penalty to a team that uses an ineligible athlete in team sports is automatic forfeiture of all contests played.

As an athlete you are NOT ELIGIBLE to participate until the following items have been completed:

- Risk Warning Form
- Physical Examination forms completed with a copy on file in the Athletic Office: (forms are good for two years, but special medical circumstances may require an annual physical).
- Emergency Medical Card with proof of insurance
- Academic Requirements have been met
- Parental Permission/Participation Form which includes Consent of the Athletic Code and Involuntary Drug Test

Substance Abuse Policy

Students involved in co-curricular activities will follow a strict substance use prohibition policy. The purpose of the policy is threefold:

- To provide for the health and safety of all co-curricular students
- To undermine peer pressure to use drugs by providing a legitimate reason for students to refuse to use drugs
- To encourage co-curricular students that do use drugs to participate in treatment

Each student wishing to participate in any co-curricular activity is subject to the RSU #19 Student Substance Use Prohibition Policy for the entire school year in which the student is involved in co-curricular activities. The school year begins with the first day of Fall Season and ends with the last day of school or the last scheduled activity event, whichever is the latest date. In addition to the substance abuse policy ([JICH](#)) students involved in co-curricular activities will be subject to the following discipline:

First Violation: (In Season) The student will be removed from the co-curricular activity for the period of time listed.

- | | |
|--|---------------|
| 1. Football, Golf, Track | 2 games/meets |
| 2. Soccer, Field Hockey, Baseball, Softball, Wrestling, Lacrosse | 3 games/meets |
| 3. Basketball, Cheering | 4 games |

(Out of Season) Violations outside of the season will result in a 1/2 game suspension, community service time and a mandatory meeting with school officials.

In all other co-curricular activities time suspended will be determined by the advisor and approved by building administration.

Second Violation: (In Season) The student will be dismissed from the team for the remainder of that season and from all co-curricular programs until the student provides the school with proof of enrollment in a school approved alcohol or drug rehabilitation program.

(Out of Season) A second violation that occurs outside of a season will result in a half season dismissal and mandatory enrollment in an approved program.

All other co-curricular activities suspension from the activity will be determined by administration.

Third Violation: If a student violates the prohibition rule a third time (in or out of season) during a school year, they may become ineligible for co-curricular activities for one calendar year.

Exceptions may be made for co-curricular activities associated with credit offerings.

Second Dismissal: Any student receiving a second season dismissal during their time at Nokomis may become ineligible for co-curricular activities for the remainder of their time at Nokomis.

Violations accumulate for the current school year. Violations in successive seasons but in different school years will also be considered as multiple infractions.

Leagues

Nokomis Regional High athletic teams compete in the Kennebec Valley Athletic Conference in Maine Principals' Association sanctioned Class A-B sports.

- Fall Sports
1. Field Hockey: Varsity and Junior Varsity
 2. Soccer: Girl's Varsity, Junior Varsity
Boys Varsity, Junior Varsity
 3. Football: Varsity, Junior Varsity (Class C)
 4. Golf: Varsity, Junior Varsity
 5. Volleyball: Varsity and Junior Varsity
 6. Cross Country: Boys and Girls
 7. Cheering: Club Status

- Winter Sports
1. Basketball: Girl's Varsity, Junior Varsity, and Freshman
 2. Basketball: Boys Varsity, Junior Varsity, and Freshman
 3. Cheering: Varsity, Junior Varsity
 4. Wrestling: Varsity
 5. Indoor Track: Boy's and Girl's Varsity

- Spring Sports
1. Baseball: Varsity, Junior Varsity
 2. Softball: Varsity, Junior Varsity.
 3. Outdoor Track.
 4. Lacrosse: Boy's and Girl's Varsity and Junior Varsity

Music

- | | |
|--------------------|-----------------------|
| 1. Concert Band* | 6. Marching Band |
| 2. Symphonic Band* | 7. Concert Choir |
| 3. Jazz Ensemble* | 8. Show Chorus |
| 4. Jazz Chorus* | 9. Marching Auxiliary |
| 5. Jazz Combo | 10. Pep Band |

*These courses may be taken for credit during the school day. Music courses fulfill the fine arts credit required for graduation.

Clubs and Organizations

Nokomis supports a wide range of clubs and organizations for students to participate in and enjoy. It is recommended that all students find an extracurricular activity to join. They provide excellent opportunities to build lasting friendships, supplement academic growth, demonstrate mastery of the Guiding Principles and discover and hone potential future vocations and/or life-long passions. A current list of clubs and activities is available in the Guidance Office. Furthermore, students who are interested in starting a new club or organization should meet with the Principal for information and requirements to get it started.

School Colors and Symbol (Policy [JJIBB](#))

1. The official school colors of Nokomis Regional High are Burgundy and White.
2. The official symbol is the Warriors.
3. The RSU 19 Board of Directors believes that the acceptance of school colors and symbols enhances school atmosphere and pride. It also provides a vehicle for individual school recognition.

Our Warrior mascot is intended to encompass the positive attributes of Warriors throughout history, cultures, and different events or movements. Any imagery or use of Native American symbols or caricature is not allowed.

VIII. BUILDING RULES

School and Personal Property

Nokomis Regional High expects students to behave in a mature and responsible fashion, holding themselves accountable for individual and school behavior. Anyone found violating school rules, the property or rights of others will be disciplined by the principal's office and may face legal action.

Nokomis students take great pride in our school and demonstrate this by respecting the building, school property and personal property. Students are expected to not only refrain from any property damage but are asked to partner with the school in ensuring all property is well cared for. The following expectations apply:

- a. School Property.** Each student is personally responsible for the textbooks and other items of school property issued. Books should be covered and returned in good condition.
- b. Lost or Damaged Textbooks.** Students will be required to pay a replacement cost for textbooks and other items of school property damaged, stolen, lost, or not returned for any reason while entrusted to their care.
- c. Lockers.** Lockers will be assigned to students who request one, but remain school property. Therefore, they are subject to inspection at any time. Keep lockers clean. It is the student's responsibility to see that the lock is locked and in order at all times. Thefts can occur only when a locker is left open or when others are permitted to know the combination.
- d. Backpacks & Bags.** For student safety and security, all larger bags, purses, handbags, and/or backpacks should be stored in lockers.
- e. Personal Property.** Any personal property brought to school is the responsibility of the individual student and **not** the school. It is strongly recommended that students refrain from bringing large amounts of money or valuables to school but if it is necessary, the office may provide temporary safekeeping.
- f. Electronics.** Students should not bring such items as cameras, CD players, I-Pods, MP3 Players, video games, cell phones, or computers to school. **Students may bring cellphones to school but are not to be in use during classes.** The school is not responsible for lost or stolen property,
- g. Lost and Found.** Bring found objects to the office. Check with the office if you have lost an item.
- h. Confiscated Items-** Items confiscated by administration due to a violation of school policy may be held by the school until a parent picks up the property. Items will be held until the end of the school year. Items not picked up by July 1 will be disposed of and not replaced or reimbursed.

Movement about the Building

- a.** All students and visitors will enter the building by the Main Office. When entering the building visitors are to immediately report to the Main Office and explain the nature of their visit to gain permission to enter the building. Approved visitors will be given a visitor's pass that should be worn at all times in the building and returned to the office just before leaving the building.
- b.** Students traveling corridors and stairwells should keep to the right at all times. There should be no horseplay or rough-housing at any time.
- c.** Loitering in stairways and corridors is prohibited.
- d.** Students must get a pass from the teacher to move about the school during class time.
- e.** All exterior doors will be locked during the school day.

Before and After School

After arrival and prior to the start of homeroom, students are expected to remain in supervised areas including the cafeteria, hallways, and classrooms with teacher supervision. In the afternoon when school has ended, only students engaged in school activities may remain in the building. School rules are still in effect after school and students violating any rules or creating disruptions will be subject to the same consequences as during school. Students violating rules or students creating disruptions in the building after school may be prohibited from staying after school pending administrative review.

Activity Bus

The activity bus for students in Corinna, Hartland, Newport, Palmyra, Plymouth and St. Albans will depart from Nokomis at 3:45 PM, Tuesday, Wednesday and Thursday. The activity bus is available for students involved in supervised after-school activities, athletics, or school sponsored events. Students must have a pass from their after school coach, teacher or adviser to board the bus. Students loitering on campus or leaving school grounds after school are not allowed to ride the activity bus. The same bus rules for the regular bus apply to the activity bus. Students violating rules or creating disruptions will be subject to the same consequences and may be barred from using the activity bus pending administrative review. Students are dropped in central locations in the various towns and not at their home. A list of the bus drop-off areas is available in the Main Office.

Small Group Rooms:

There are a number of small group rooms located in each wing of the building. Students are not allowed to be in these rooms unless given permission by one of their teachers. The rooms are to be used for academic purposes such as working on a group project. These rooms are reserved for students taking classes and not for students who have Focus Periods. When in a small group room, the shades must be up, the lights on, and the door left open.

Fire Drills

When the fire alarm sounds and the strobe flashes, follow your teacher's directions and walk quickly and quietly from the building through the nearest exit. Primary and secondary exits are posted in each classroom. Stay with your teacher and move well away from the building and clear the roadways. If you were in the bathroom, go to the nearest exit and find your teacher outside. Teachers will take attendance outdoors. Follow any directions the teacher gives you. Do not return to the building until the bell rings to signal all clear.

Cafeteria & Lunch

Students will be provided a 30-minute lunch during the third class period of the day. The cafeteria is able to accommodate only a portion of the Nokomis Regional High student body at a time. Consequently, students are to eat during their assigned lunch period only.

The RSU 19 Food Service program serves a nutritious and balanced lunch that meets State and Federal guidelines. There is no cost for lunch and breakfast for 2022-23, any/all students may eat school lunches for free. However, there are a few a la carte items that are not part of the lunch available for purchase. Parents can opt to pay ahead or students can use a debit card to pay for these items. Students are also welcome to bring their own lunch.

Students are expected to observe a few simple courtesies during lunch:

1. Maintain polite and appropriate dining room standards.
2. Present your School ID to the cashier.
3. Leave the table and surrounding area neat and clean, return lunch trays, dispose of trash.
4. Remain in the cafeteria during the lunch period and do not return to lockers or classroom areas until the lunch period ends.

Dress Code and Personal Hygiene

The Nokomis dress code is designed to set reasonable expectations for student attire that establishes a standard of clothing appropriate for the school setting while leaving room for student individuality. Maintaining personal hygiene is necessary for many reasons; health, personal, social, and to prevent the development and spread of infections, illnesses and bad odors. Part of good hygiene is wearing clean and properly fitting clothes. Furthermore, establishing dress and hygiene expectations supports students' college- and career-readiness skills as certain professions, jobs and some colleges/universities have specific requirements in this area.

Nokomis Dress and Hygiene Expectations:

1. Clothes are clean, in good repair and meet reasonable standards.
2. Students maintain personal body cleanliness.
3. Wear shoes. Also, some programs and activities may require specific footwear. ie TCTC and steel toe boots for some programs.
4. Students must be able to move freely and comfortably in their clothes; i.e., they should be able to bend down without having to adjust their clothing. Students must wear clothes that adequately cover their chests, the private areas of their bodies, and their underwear.
5. As proper manners for all public buildings dictate, hats and hoods must be removed upon entering the building,
6. Prohibited items include:
 - a. any clothing displaying vulgarity or derogatory, insulting language;
 - b. any clothing displaying, promoting or inciting illegal activities such as vandalism, assault, robbery, drug use, alcohol consumption, or smoking;
 - c. any clothing that displays or promotes violence or discrimination against any person or groups of persons;
 - d. any clothing that has items that are able to cause harm, such as spikes or chains.

Nokomis is committed to supporting students in maintaining their personal hygiene and having access to appropriate clothing. Any staff member can help any student get connected with the resources they need, whether it is clothing, personal hygiene supplies and/or access to showers. We can help!

Turning 18

Turning 18 means that you have gained the rights and responsibilities of an adult. You gain the right to vote, and the right to enter into legally binding contracts. Turning 18 does not change any school rules and procedures, or grant the 18-year old student any special privileges. The school will continue to partner with and communicate with parents about grades, attendance, graduation plans and behavior concerns unless school administration is otherwise notified. For example, parents will still continue to write notes for absence/dismissal and be consulted with around school matters. However, 18-year old students become their own legal guardian and have a right to determine who has access to their educational records. Any student who would like to review their options around access and communication of their educational records and information should meet with the Principal.

Visitors

For the safety of all students, visitors will enter the building by the Main Office. When entering the building, visitors are to immediately report to the Main Office and explain the nature of their visit to gain permission to enter the building. Approved visitors will be given a visitor's pass that should be visibly worn at all times in the building and returned to the office just before leaving the building. All visitors are expected to adhere to all RSU 19 rules and expectations of conduct.

Students will not be allowed to bring visitors with them to school unless it is an extraordinary circumstance, and then only with at least one day advance permission from the principal. Former students of Nokomis must get prior approval before visiting with staff.

Students should understand that the "no visitors" policy is for their safety and security. Students may not leave school grounds with a visitor without express permission from the principal's office, which usually includes permission from the parent. Any visitor who violates this policy may be banned from RSU 19 property, and they may face legal action. It is illegal for any person to enter school property with conduct that is hostile, aggressive, or threatening toward students or staff, or that interrupts the teachers or the students with loud speaking, rudeness or indecent behavior (MRSA 20-A ss6804).

Visitors or friends will not be allowed to deliver items, food, or drinks to students during school unless the student's parent or guardian has notified the school granting permission. Administration has the authority to limit this type of transaction.

Hall Passes

Nokomis utilizes a digital pass system called Smart Pass. Students need to ask permission from their classroom teacher to go somewhere in the building, and once given permission, they will need to fill out the digital pass on their laptop. Through the use of this system, administrators and staff who are on hall duty will be able to keep track of students who have permission to be out of their classrooms. Students who are in the hallways without permission or not have a pass will be subject to disciplinary action at the discretion of administration.

Recreational Activities

For the safety of everyone and anyone on campus, any type of non-supervised or non-approved recreational activities are prohibited. We want to support students being active and engaging in healthy, fun activities but they must be supervised and approved. For example, no use of the weight-room or gym unsupervised, no swimming in Nokomis Pond or skateboarding on drives or walkways unless part of an organized and supervised event. If you are interested in participating in an activity, stop by the office to learn what's available or how to get an activity approved.

Bottles and Cans

We recycle cans and plastic bottles. Due to problems with breakage, glass bottles are not allowed in school. OSHA laws prohibit drinks and food in certain classrooms, such as science classrooms.

Dances

Dances are scheduled periodically during the year by various school organizations. The following rules will be observed:

1. Only Nokomis students in good standing are admitted to the dance.

2. Guests to regular school dances are limited to students enrolled at other high schools, in good standing at their school and approved by the administration in advance. A sign-up sheet will be available in the Main Office the week of a dance.
3. Prom guests—see below
4. Regular dances will be held from 7:00 pm to 9:30 pm and the Prom will run 7:00 pm to 10:00
5. Students must be identified by a faculty member on duty, or by their photo i.d. card.
6. Students who leave the building will not be allowed to return, without approval of the administrator on duty.
7. Doors will be closed one hour after the start of the dance, and no one will be admitted after this hour without prior approval or approval of the administrator on duty.
8. All school rules apply and violations will result in disciplinary action.
9. Students must be present at school on the day of the dance to be admitted to the dance.
10. Students who violate rules or cause substantial disruptions at after-school activities or school events like dances or games may be barred from attending future events and/or after school activities pending administrative review.

Prom

Eligible Ticket Buyers: The prom is intended to be for members of the Junior and Senior classes ***who are in good standing***. Only Junior (3rd year HS student) or Senior (4th year HS student) students can purchase prom tickets for themselves and one guest only. (See guest guidelines below.) Good standing means a student is on the attendance rolls, not truant, not suspended or expelled, not returning from incarceration before a completed transition plan, and not specifically banned from the prom or extra-curricular activities by a behavioral plan.

Nokomis Guests: A member of the 9th or 10th grade of Nokomis may attend the prom provided he or she is in good standing as a student and is the exclusive guest of a junior or senior who purchased a ticket for their guest.

Non-Nokomis Guests: A member of the junior or senior class may request permission to bring a guest from outside the school by signing up on the guest list in the office.

1. All guests must be approved in advance by Administration. Guests should not purchase non-refundable prom items, such as dresses and tuxedos, until after the guest has been approved.
2. A guest must be (a) a student in good standing at another high school, or (b) a high school graduate under the age of 21.
3. The principal may deny guest privileges to anyone who is not a student of Nokomis, without a hearing. For example, individuals with a known behavioral history at Nokomis or a known history of violations of the law, possession or use of drugs or alcohol, dangerous, forceful, disruptive, or willfully disobedient behavior may not be allowed to attend the prom.

Home School Students: Home schooled students interested in attending the Nokomis Prom must make their request to attend to the Principal. Requests will be considered, if the student is officially registered with the State as a homeschool student, resides in RSU19, meets the same guidelines as a typical Nokomis student does and agrees to abide by the same rules and expectations.

Off-Campus Prom Sites: Off-campus proms are a school activity, and the site is rented by the school, so the site is temporarily a school facility. Therefore, all school rules apply. This includes being a tobacco, drug, and alcohol free location during the time of the prom. Adult guests, chaperones, parents, disc jockey, site manager, and caterer, etc. are to remain tobacco, alcohol and drug free during the prom.

Student Records

Student records are collected and maintained to promote the instruction, guidance, and educational progress of the pupil, and for legitimate educational research. The administration of RSU 19 wants parents to be aware of their right to inspect and review their child's school records. Those rights are detailed in school policy JRA and are summarized here.

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

(1) The right to inspect and review the student's education records within 45 days of the day that the principal receives a request for access.

(2) The right to request an amendment of the student's education records that the parent or eligible student believes 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.

(3) The right to consent to disclosures of personally identifiable information contained in the student's educational records. The following have a right to student records without parental consent:

a. school officials with legitimate educational interests

b. officials of another school district in which the student seeks to enroll

c. the commissioner of education and legitimate researchers

d. those directed by a judicial subpoena

e. parties in a health or safety emergency including notifying officials of other schools about

disciplinary action for conduct that posed a risk to the safety or well being of others, and

f. other circumstances as permitted by law.

(4) 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 are:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW

Washington, DC 20202-4605

(5) Directory information may be disclosed without parental consent to facilitate the normal operation of the school unless the parent informs the school in writing by July 1 or within 30 days of enrollment that they do not wish directory information to be released. Directory information means information which would not generally be considered harmful or an invasion of privacy, and includes, but is not limited to, the student's name and address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of student athletes, date of attendance at RSU 19 schools, honors and awards received, and the most recent previous educational institution attended by the student.

Computer Network and Internet Connections

The school provides devices, networks and internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students. The RSU 19 School Board believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success.

At the same time, the unregulated availability of information and communication on the Internet requires that the school establish reasonable controls for lawful, efficient and appropriate use of this technology. The full [Acceptable Use Policy](#) can be viewed online.

Key components of the policy are:

1. All students must have an AUP on file signed by their parent or guardian before using school devices.
2. Students have no expectation of privacy in their use of school devices or networks.
3. Unacceptable use and/or care of any device may result in suspension or cancellation of use/access and potentially legal action if the offense rises to that level.
4. Specific prohibited use is outlined in the policy, examples are misuse of passwords, altering or bypassing device configurations, accessing inappropriate materials, plagiarism, inappropriate use of social media or causing physical damage to devices.
5. System security is a high priority for the school and students are expected to report any problems or suspicious activity immediately to either their teacher or the office.
6. Students will be assigned a specific device and are expected to assume responsibility of keeping the device in good condition.

Residency

Residency for the purposes of receiving a free public education is defined as “the town in which the custodial parent(s) or legally appointed guardian(s) reside while the student is in school.” This means the parent or legally appointed guardian must live in either Newport, Palmyra, St. Albans, Plymouth, Hartland, Corinna, Etna or Dixmont, unless there is a tuition arrangement or an agreement between superintendents.

Transfer of Student Records

According to state law, educational records must be sent to the school administrative unit to which a student applies for transfer. Prior consent of the parent is not required.

Transfers and Withdrawal

Students transferring to another school district or withdrawing for other reasons must meet with their guidance counselor to complete the withdrawal paperwork. This includes collection of transfer grades, preparation of records for transfer, return of books, and clarification of attendance dates.

Police and DHHS Interviews

Police or DHHS officers come to the school to conduct business occasionally. Ordinarily we expect police and DHHS to conduct their business at their office or the home, rather than at school, whenever possible.

- (a) However, if it is school related, or if there is a compelling reason for police to meet at school with a student who is a suspect or a victim, we invite the parents to be present when the officer speaks to the student. If the parents cannot be reached, or if they cannot come to school, a school official will sit in on the interview *in loco parentis*.
- (b) If a school related incident is being investigated, and the school official is checking witnesses, a police officer may be permitted to participate in the interview of a student witness without prior parental approval.
- (c) DHHS has the right to meet with students at school under certain circumstances. A counselor or other school official will sit in on the interview unless DHHS has official custody of that student or unless prohibited by official decree.

Student Search:

An administrator does have the right to conduct a search of a student if the administrator has reasonable suspicion. This includes personal belongings and automobiles that are located on campus. For an example: If a student leaves the building without permission, reasonable suspicion may exist for a search for illegal contraband (cigarettes, drugs, etc.). Students may be asked to empty their pockets, turn them inside out, take off shoes, take off layered clothing like sweatshirts or shake out loose clothing as part of a search. No student will be asked to take off clothing that reveals undergarments, private body parts, or participate in any search that would be considered a "strip-search." Please refer to board policies [JIH](#) and [JIH-R](#).

Pest Control:

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

Pesticide Use:

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

Your Right to Know:

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before until forty-eight hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in

Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, Licia Goodridge at 368-5091.

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

IX. COMMUNICATIONS

Nokomis is committed to open communications with parents. Here are several communication media:

Student Handbook and District Policies:

If there is a conflict between the handbook and RSU 19 Approved Policies, the approved policies will govern. Administrators of Nokomis Regional High and the superintendent reserve the right

to change the terms of the handbook at any time without prior public knowledge. For more details on items in this handbook, you may call the school office, or refer to the policies established by RSU 19 and maintained at the office of the superintendent. RSU 19 Policies are also on the web and can be accessed at the following web address: <https://www.rsu19.org/page/district-policies>

Information:

Nokomis Regional High	368-4354	Guidance Office	368-4354 Ex. 2112
Library	368-4354	Ex. 3350	
Adult Education	368-3290	Bus Garage	368-5139
Superintendent's Office	368-5091	Tri-County Technical Center	924-7670

Web Address:

Nokomis is on the World Wide Web at www.RSU19.org. Click on "Schools" in the top right-hand corner and then select *Nokomis* and then return to the top and click "Menu." There you will find links to sites such as the Administration, Academic Departments, Teacher Homepages, JROTC, End of Year Activities, the Nokomis Calendar, Guidance, Clubs, JMG, the Library, Lunch Menu, Music, Sports Calendars, and more.

E-mail:

All faculty and administration have e-mail addresses. A directory is available on the web site. Click on [District E-mail Directory](#). Usually the e-mail address is the teacher's first initial and last name (all one word) @rsu19.net

Telephones and Voice Mail:

All faculty have telephones in their rooms and voice mail. In most cases the voice mail extension is the same as their room number. Call 368-4354, and dial the extension when prompted by the system.

Nokomis Warrior Broadcasting:

Student broadcasters and camera operators produce video of most live events at Nokomis, such as sporting events, graduation ceremonies, and Winter Carnival. Many of these are re-broadcast, and in some cases are broadcast live, over the local cable access channel and uploaded online. The link to access online is <http://www.nokomiswarriorbroadcasting.com/>.

Progress Reports and Report Cards:

- (a) Progress reports are provided midway through each quarter. If you wish to check on the progress or attendance of your child at any time you may contact the teacher(s) directly or you may use Infinite Campus Parent via our website, www.RSU19.org. Please keep in mind that keeping all grades on Infinite Campus updated to current status at all times is very difficult. The minimum standard is that Infinite Campus is updated weekly with assignments receiving a grade in a week's time unless circumstances exist that may prevent this.
- (b) Report cards are mailed to parents after grades have closed. Both custodial and non-custodial parents are entitled to copies of their child's report card upon request. Non-custodial parents should request a copy of the card by contacting the guidance secretary.

Open House and Student-Led Conferences:

- (a) Open house is held near the start of the school year. This is an opportunity for parents to meet their child's teachers and to learn about the curriculum.

- (b) Student Led Conferences will be in early November after the close 1st quarter grades. Information will be sent home to parents and students with specifics.
- (c) A parent teacher conference can be convened at any mutually convenient time by request of either the parent or the teacher. Those are scheduled directly through the teacher. Group conferences involving several teachers should be convened through the child's guidance counselor.

Posting Information at School:

Any posting of material on campus needs to be approved by the administration. Anything posted without approval will be removed and the student(s) who were responsible may receive consequences.

Automated Phone Calls:

Periodically throughout the year, we will use our automated phone calling system to inform students and parents of important and time sensitive school information. For example, we may call to remind parents of our Financial Aid Night or SAT test date. The Superintendent's Office will make district-wide calls to notify parents of any school closings or dismissals, such as a snow day. Parents can designate a particular phone (cell or home) or multiple phone numbers to be contacted, including e-mail. Requests for this information will be sent at the start of the school year but parents/guardians may contact the Main Office at anytime to update this information

Mobil APP:

RSU 19 has gone mobile and you can download our app to your smart device by going to Apple's App Store or Google Play, search for RSU 19. It's a great way to stay up-to-date with any notifications and other information the school and/or district is sharing.

Social Media:

Nokomis Regional High has school Facebook and Twitter accounts where school events and activities are celebrated. Please follow both!

Emergency Closing of Schools:

On any day that school is canceled or closed early because of hazardous weather all activities are canceled for that day, including any form of practice, rehearsal, or meeting. The gym will also be closed. Cancellation announcements will be made via automated phone calls and posted on the District website, RSU19.org. Please contact the Main Office if your contact information has changed or you are not receiving the calls.

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