



# **MOUNT VIEW HIGH SCHOOL**

**2023 - 2024**

## **STUDENT AND PARENT HANDBOOK**

**MOUNT VIEW HIGH SCHOOL**

**577 Mount View Road**

**Thorndike, ME 04986**

**207-568-3255**

**Administration**

Superintendent.....Charles Brown  
Principal ..... Tom Gray  
Assistant Principal..... David Currier  
Director of Athletics and Student Activities.....Krysta Hustus  
Administrative Assistant.....Lori Jones  
Administrative Assistant.....Shannon Evensen

**Counseling Department**

School Resource Officer..... Jordan Tozier  
School Counselor, Grades 9-12.....Lynsie Doherty  
School Social Worker.....Jericca Perkins  
Administrative Assistant..... Holly St. Onge

**Student Representatives to the RSU 3 School Board**

Brooke Dyer and **Vacant**

The student handbook is compiled for the guidance and convenience of Mount View High School students and parents. The handbook contains some RSU #3 policies. Other policies or administrative procedures relating to specific areas not listed are available upon request or at the RSU #3 website. **Board policy will supersede any regulation in this handbook if there is a conflict.** Mount View High School will not discriminate on the basis of race, sexual preference, national origin, religion, age or handicap as defined by Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title VI and VII of the Civil Rights Act of 1964 and the Maine Human Rights Act.

The affirmative action officer is Lisa Roux. The affirmative action plan is on file at the Superintendent's Office in Unity, Maine. (948-6136)

***THE MISSION of RSU 3 is to ensure personal success through personalized learning.  
"Success in Learning – Success in Life!"***

**RSU 3 VISION STATEMENT:**

Every RSU 3 learner is prepared to be academically, socially, and emotionally successful in learning and life. RSU 3 is invested in what our learners know, what they are able to do, and what kind of citizens they are becoming.

### **EXPECTATIONS FOR OUR LEARNERS**

Students are engaged, self-directed, future-focused, lifelong learners. Students are accountable to the expectations of a rigorous and dynamic curriculum based on clear learning targets. Every RSU 3 student is met at their developmental learning level, is challenged, and is empowered to reach personal success. Our students are supported by caring adults and peers within a safe learning environment.

### **THE LEARNING EXPERIENCE**

Students utilize choice in how they learn and demonstrate excitement and understanding to gain ownership and investment in their own learning. Working at their individual maximum pace, students reach their full potential. Every RSU 3 student learns in different ways and time frames. In order to meet their diverse needs, instruction is customized to reflect learning styles and interests.

### **OUR SCHOOL/OUR COMMUNITY**

Students view the community as an extension of our schools; a place where they engage in a wide variety of opportunities to apply their learning. There is reciprocal involvement between schools and the community. RSU 3 is a direct reflection of our community. Every RSU 3 student is an informed, responsible and engaged citizen of the local and global community.

### **CORE VALUES**

Mount View High School community, students and staff exhibit respect, responsibility and perseverance.

### **CORE BELIEFS**

We believe following our core values encourages

- a positive safe environment
- students being career, college and life ready
- classrooms that connect students to their learning
- a strong work ethic
- honesty and integrity

### **VISION OF THE GRADUATE**

Our graduates will be proficient in the Maine Guiding Principles:

- Clear and Effective Communicator
- Self-Directed and Lifelong Learner
- Creative and Practical Problem Solver
- Responsible and Involved Citizen
- Integrative and Informed Thinker

### **Accreditation Information**

Mount View High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction. Our last accreditation was renewed in 2019 for ten years. Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process.

## Section 1: Academic Planning

### Graduation Requirements

RSU #3 students must meet the credit and other graduation requirements specified in this policy in order to receive a diploma and participate in graduation.

The Superintendent, through the high school principal or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students. This policy will be included in every edition of the high school handbook, the program of studies and other appropriate means determined by the school administration. The Board has approved the following schedule of requirements for graduation, which includes minimum requirements specified by the State of Maine.

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.

#### 1. Diploma Requirements for Students Graduating

Students must meet the following requirements to receive a high school diploma:

A. In order for a student to be considered a full-time student at Mt. View High School, they must be enrolled and actively participating in a minimum of 6 classes per semester. Students must successfully complete a total of 24 one-year course equivalents (credits) at the high school and achieve the content standards of the parameters for essential instruction required by State law and Department of Education regulations.

- English Language Arts -4 credits
- Social Studies – 3 credits
- Mathematics – 3.5 credits
- Science and Technology – 3.5 credits
- Visual and Performing Arts – 1 credit
- Physical Education - 1 credit
- Health – 1 credit
- JMG Career Education - .5 credit

The remaining 6.5 credits may be selected by the student on the basis of their interests, abilities and plans following graduation.

B. In addition to meeting the credit requirements and achievement of the content standards as described above, students must have documented community service for a minimum of 15 hours. Students can get the forms for documenting these hours from their Advisory teacher.

Students may earn credits and achieve the content standards through coursework as well as other learning experiences allowed by law and high school guidelines.

Multiple measures may be used to demonstrate achievement including but not limited to exams, portfolios, performances, exhibitions, projects and community service.

Special education students may earn a diploma by fulfilling State and local requirements as specified by the goals and objectives of their Individual Education Plan (IEP).

All students must be enrolled in a minimum of six courses or their equivalent, during each semester. The Principal may waive this requirement when in his/her judgment extenuating circumstances warrant such a waiver.

#### Multiple Pathways to Earning of Credits:

- Students may also demonstrate standards achievement in the content areas through multiple additional pathways, including but not limited to any combination of the following:
  - Traditional coursework as outlined above
  - Early college/dual enrollment courses
  - Career and Technical Education
  - Online/virtual learning
  - Apprenticeships, internships, and/or field work
  - Exchange Programs
  - Independent Study
  - Alternative Education
  - Adult Education
  - Summer school (must have taken class previously at MVHS)

Each pathway must provide a quality learning experience comparable in rigor to RSU 3's course offering. Any credits earned through alternative methods must be approved by the Department Chair of the content area for which the student is seeking credit, the student's school counselor, and the building principal.

#### Additional Considerations Applicable to the Awarding of a Mount View High School Diploma

##### A. Students Receiving Special Education Services

In order to be awarded a high school diploma, students receiving special education services must meet the above-referenced requirements by the date in the post-secondary transition plan of the Individual Educational Plan (IEP). The student's IEP team may indicate alternate requirements and/or alternate methods of meeting the requirements for a diploma.

##### B. Transfer Students and Home-schooled students

For students who transfer to Mount View High School from another state or an educational program, the High School Principal shall determine which graduation requirements have been met, as well as any areas that require continued study.

##### C. Delayed Awarding of Diplomas

A student who leaves Mount View High School to attend an accredited, degree-granting institution of higher education may upon satisfactory completion of the freshman year be awarded a high school diploma.

##### D. Early Awarding of Diplomas

A student who has met the State's and the RSU 3 School Board's diploma requirements in fewer than four years of high school may be awarded a diploma with prior written approval from the Principal.

##### E. Special Recognition

All students at Mount View High School are eligible to receive special recognition for academic achievement. To achieve honor roll status, a student must be enrolled in a minimum of six classes and pass each class with a grade of 85% or better. In addition, graduating seniors may be recognized by their class rank based upon grade point average calculated after seven semesters.

## **Grading**

### **Basic Grading Information:**

- Students are graded on a 0-100 point scale.
  - A student must receive a final average of a 70 or higher to earn credit.
  - A student must achieve an 85 or higher in each course per quarter in order to be placed on the honor roll.
  - A student must achieve a 93 or higher in each course per quarter they are enrolled in to receive the distinction of being high honors.
- Student work can be redone at teacher discretion.
- Within courses, students will have multiple opportunities to demonstrate mastery of the required standards. This may mean multiple opportunities on one assessment, or multiple assessments throughout the year, depending on the subject, or the course.

### **Late Work and Grading:**

Students are expected to turn in assignments on time. Teachers may impose reasonable grade penalties for late work, up to 10 points off per school day.

### **Summer School and Grading**

Students can only take English, Math, Science, Social Studies courses in Summer School. Extenuating circumstances will be reviewed on a case by case basis by administration and the department head.

The process for qualifying for Summer School is the following:

- By Quarter 4 progress reports, students who are in danger of failing must fill out an application for Summer School.
- In the event that a student fails for the year, the teacher and administration will review the application.
- In the event that a student is denied the opportunity to attend Summer School, the student may request an appeals meeting including, but not limited to, teacher, administration, student and parent/guardian.

*Note: Credits are not guaranteed if a student attends Summer School.*

### **Attendance and Implications of Absences:**

Students are expected to be at school each day. Students who are absent will have the following modifications to the grading procedure:

- Upon return from an absence, students must seek out their teachers and negotiate an appropriate timeline for completion of work assigned on the day(s) of absence.
- An assignment that is due on the day of an excused absence is due the next day the student attends school.
- Teachers have the option to allow no credit for assessments scheduled on a day of an unexcused absence.

### **Academic Ethics and Integrity**

Working ethically means ...

We do this because...

When working collaboratively, I do my share of group work and contribute to the group's success.

→ We exhibit respect and responsibility at MVHS. I do not let my peers down.

I make appropriate use of peers and other resources to further my learning as permitted by the teacher.	→ We believe in having a strong work ethic at MVHS. I do not cheat by presenting others' learning and knowledge as if it were my own.
I am honest with myself and others about what I have learned and what I have not.	→ We believe in being connected to our learning, and being career, college, and life ready. I do not turn in work that contains answers obtained elsewhere that I do not understand or that misrepresents what I have learned.
Even when I am unusually stressed or behind, I turn in my own work and accept any consequences for late work.	→ We exhibit responsibility and perseverance at MVHS. I do not take immoral short-cuts to try to “catch up” or “get it done.”
When I am asked to complete an “on demand” and/or independent assessment, I show what I know and can do.	→ I am learning to be a creative and practical problem solver. I do not cheat by giving or receiving unauthorized assistance.
When doing research, I make clear what is my own thinking and use citations for ideas and information that came from others. I give credit for any work that is not my own and, when necessary, I seek the creator’s permission ahead of time.	→ I am learning to be a responsible and involved citizen. I do not include copyrighted material or others' intellectual property in my products without the proper credit and/or permission.

(Adapted from Casco Bay High School 2018-2019 handbook)

Plagiarism is the presentation of someone else’s work as your own. Plagiarism, whether deliberate or accidental, breaks trust and seriously undermines a student’s credibility as a researcher and a writer.

Although they are both serious, the consequences of deliberate plagiarism and accidental plagiarism are different. When a student is found to have plagiarized *accidentally*, they will be educated. When a student is found to have plagiarized *deliberately*, this is considered working unethically, and the consequences are as follows.

### ***Consequences of working unethically***

The first time a student works unethically, the consequences include:

- Teacher notifies the principal and the parent, and enters the incident on IC as a behavioral infraction.
- Depending upon the nature and severity of the infraction, the teacher may decide to enter a zero for the assignment, or to allow the student to resubmit an original piece of work for a grade no higher than 69.
- The student is ineligible from the honor roll for that quarter.
- If a member of NHS, the student is referred to the NHS faculty council for potential NHS-specific consequences.

The second infraction of unethical work –in any class, and even in a subsequent year– results in...

- Teacher notifies the principal and parent, enters the incident on IC as a behavioral infraction.
- The assignment receives an automatic zero, with no possibility of makeup.

- The student is ineligible from the honor roll for that quarter.
- If a member of NHS, the student is referred to the NHS faculty council for potential NHS-specific consequences.

All subsequent instances of a student working unethically--at any point in the students' career at MVHS--the consequences include all first offense consequences as well as "Working unethically", being listed on the student's transcript (per class).

### **Grade Point Average and Class Rank**

- Class rank and grade point averages are cumulative weighted computations based on semester grades and include all credit courses.
- Advanced, Honors, Advanced Placement, and College courses are multiplied by 1.1 when calculating grade point average.
- Rank in class includes seven semesters and is reported on a percentage basis with the designation of valedictorian and salutatorian being given to those students placing number one and two in the class, respectively.
- In order to be included in class rank, a student must complete a minimum of three full semesters as a full-time student at Mount View High School including both the junior and senior year, at principal discretion this may be changed.

### **Important designations in the grade book:**

- T = Turned in: The assignment is turned in but has not yet been graded. (grade not-calculated)
- I = Incomplete – The assignment is missing or incomplete; however, due to circumstances it is still being accepted by the teacher. (grade not-calculated)
- M = Missing – The assignment is missing, and points are deducted due to being late. (grade is calculated as a zero)

### **Class Status/Participation in Graduation Exercises**

Students who have achieved senior status will be eligible for the following activities:

- Modified schedule, senior banquet, senior trip, inclusion in all senior sections of the yearbook.
  - Any student who will not be able to graduate within the current year will not be eligible for the activities above.
- The academic deadline for seniors is prior to the beginning of marching practice the week of graduation. Students who are still failing as of this time will lose the privilege of participating in the graduation ceremony. Students have the ability to appeal this consequence to the Leadership Team:
  - Participation in graduation ceremonies
  - Marching
  - Project Graduation
  - Senior Banquet
- Students who have not met all requirements for graduation will not participate in the graduation activities.
- All student fees and/or books must be paid/returned before a student will be allowed to participate in graduation activities. If a student is on free/reduced lunch, a smaller fee will be negotiated. Books, computers, and damage to school are included in these fees.
- Students may not participate in graduation exercises if currently under suspension from school.

### **Attendance Procedures**

The RSU #3 Board of Directors and Mount View High School administration and staff recognize our duty to provide a proper education for the children of the community. The term "education" encompasses more



than performance on examinations and other written work. A proper education includes attending and participating in classes. Learning experiences which take place in the classroom are essential components of the educational process. Only by being present in the classroom can students take advantage of the benefits of public school education, such as group interaction with teachers and fellow students, participation in class discussion, instruction and other related learning experiences. Class attendance is one of the important factors contributing to academic achievement.

Mount View High School students and their parents/guardians should be aware that there are serious consequences for missing classes. This set of procedures will be included in the student handbook and reflect the directives laid out by the Maine State Legislature in regard to student attendance in public schools.

### **Definitions**

#### Absence

A student is considered absent from class if they have missed more than 25% of class (any 10 minutes of a 40-minute class). This includes excused and unexcused absences.

#### Excused Absences

Student absences from classes and school will be excused for the following reasons allowed by state law:

- Personal illness;
- An appointment with a health professional that must be made during the regular school day;
- Observance of a recognized religious holiday when the observance is required during the school day;
- A family emergency;
- A planned absence for a personal or educational purpose which has been approved in advance by a school administrator; or,
- Education disruption resulting from 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.

#### Unexcused Absences

All absences not listed above are considered unexcused.

### **Planned Absences and Make-up Work for Excused Absences**

Parents are expected to notify the school in writing in advance of planned absences. Students are expected to pick up and fill out a planned absence contract prior to planned absences. Students are responsible for obtaining assignments from their teachers for planned absences.

Students are expected to have all assignments prepared when they return from a planned absence. Work that is not submitted upon return from a planned absence will be accepted at the discretion of the teacher for that course. For unplanned excused absences, students who miss one day of school should be prepared to pick up their assignments the following day. If a student misses more than one day of school, they are expected to make up any missed assignments in accordance with their teacher's instructions.

## **Tardiness**

After three (3) tardies from advisory or class in any given quarter, the student will serve a detention for that teacher.

Because the late arrival of students creates a disruption of the educational process for themselves and others, the following procedures will be followed:

- **If a student accumulates three tardies to school or to any classes in a quarter**, they will be assigned a detention with that teacher.
- **Students who accumulate 10 tardies in a quarter, in addition to teacher detention, will have their driving privileges revoked for the remainder of the quarter.**
- Days, when roads are snowy or icy (as determined by the principal and assistant principal), will not be included in the accumulation of tardies.
- If there is a family emergency or extenuating circumstances, the parent/guardian can contact the principal or assistant principal.

## **Being Tardy to Class**

1. Students who are late by less than 20 minutes to a class may be assigned a classroom detention by the teacher of that class to make up for missed time, at the teacher's discretion. Teachers will allow reasonable notice of the time frame during which this detention will be served, and the length of the detention. The length of the detention should be relatively congruent with the amount of time the student missed due to tardiness.
2. A student who skips a teacher detention will be referred to administration for office consequences. See "skipping detention" under the discipline section of this handbook.
3. Students arriving late to school must check in at the main office and obtain a pass to class, or they will be considered unexcused absence. Tardiness due to medical appointments does not count if the student brings a note from the medical practitioner that verifies the appointment. Students will also be expected to bring in a medical practitioner's note if they have ongoing regularly scheduled medical appointments.
4. A student absent for more than 20 minutes of a class will be considered absent from that class. All absences, both excused and unexcused, count toward the total class absences, except for absences for school sponsored activities, Administrative Discretion, or suspension.

## **Perfect Attendance**

In order for a student to have perfect attendance, they must be in attendance the entire school day, every day, until the award is presented in June at the awards ceremony. School sponsored activities, including modified schedule, internships and/or college visits do not count against perfect attendance. Attendance at any outside educational institution, including driver's education, does not count against perfect attendance. In order for a student to receive perfect attendance, they also may not have any tardies to classes during the school day. Any dismissal whether excused or unexcused also counts against the student for perfect attendance. Perfect attendance means just that, perfect attendance.

## **Make-Up Work for Suspended Students**

Students must turn in makeup work on the first day back from a suspension. Work that cannot be completed during the suspension, e.g. tests and oral reports, will be made up within the negotiated timeframe with the teacher. Requests for assignments for suspended students must be made to the Main Office.

### **Response to Excessive Absenteeism and Truancy**

Under Maine law, a student is defined as habitually truant when they have accumulated the equivalent of ten (10) full days of unexcused absences or seven (7) consecutive school days of unexcused absences during a school year. When a student has reached this point, in compliance with state law the school will initiate steps to correct the truancy. These steps will include mailing Notice of Truancy to parent/guardian, setting up a parent meeting with a school administrator to develop and implement a corrective plan, following up with a review of the student's attendance, and notifying the Superintendent and Principal of progress or lack thereof. If despite the school's documented corrective efforts the student remains truant, the school will notify local law enforcement.

Failure of a parent/guardian to send their child to school and maintain them in regular attendance is a civil violation in accordance with Title 20- A, Chapter 211, Subchapter II, Section 5053-A of the *Maine Education and School Statutes*. According to Section 5053-A, Subsection 1, if a parent/guardian has control of a student who is habitually truant and the parent is found to be primarily responsible for that truancy, the court may order the parent/guardian to pay a fine of *not less than* \$250. According to Section 5053-A, Subsection 2, the court may also order a parent/guardian adjudicated as violating Subsection 1 to:

- take specific action to ensure the child's attendance at school
- comply with the terms of an action plan developed by the court
- participate in a parent-training class
- attend school with the child
- participate in counseling or other services as appropriate

### **Testing Requirements and Options**

Students are required to complete a variety of standardized tests. These measures are utilized to better understand students' strengths, identify areas for improvement, and to assess the adequate yearly progress of students in RSU #3. The following assessments are administered at Mount View High School:

- 9th through 11th Grade Students: **NWEA**  
Students are assessed in reading and math during the fall, winter, and spring of each year.
- 11<sup>th</sup>-grade students: **PSAT/NMSQT**  
This exam is offered by the *CollegeBoard* as a practice SAT and serves as the National Merit Scholarship Qualifying Test for juniors. The test will be administered in October. Students receive scores in critical reading, mathematics, and writing.
- All 11<sup>th</sup>-grade students: **State Required Assessments**  
Offered by the *State of Maine*, administration of this test is required by the Maine Department of Education in order to assess the adequate yearly progress of students attending public high schools in Maine. All 11<sup>th</sup>-grade students are expected to take the assessment. This will be provided during the spring and consists of three parts: English, math, and science.

### **Modified Schedule**

Senior students may request a modified schedule. The student making this request must provide a written request, signed by the parent, to the principal and school counselor. The student making the request must be making normal progress toward meeting all graduation requirements in order to be considered for a modified schedule. The leadership team will review all modified requests and students will be notified by September 15<sup>th</sup> whether they have been approved for a modified schedule. All modified schedule students

are required to take a minimum of 6 credits per year, which can be changed at the principal and leadership teams discretion.

### **Advisory**

The purpose of Advisory is to foster intellectual growth and habits of commitment. This can occur by developing closer relationships between staff and students, coordinating services, facilitating communication between student, teacher, and parent, providing an adult contact, and most importantly, personalizing each student's experience at Mount View High School.

### **Study Halls**

Each student in the study hall must have something with which to occupy themselves for academic purposes. Study halls are operated in a quiet, orderly fashion. Study hall teachers may issue passes to the office, library, and bathroom, and the nurse in emergency cases. Students requesting to see a teacher or school counselor must have previously obtained a pass from said teacher. If the student is to remain with the teacher all period, this is to be indicated on the pass. Students may not have more than two study halls in their schedule.

### **Honors Study**

Students who achieve honor roll status in their sophomore, junior, senior years and during second semester freshman year are eligible for the honors study. Students will be issued an “honors study hall pass” which entitles them to **sign out with honors study hall monitor in their assigned study hall** to go to a variety of alternative study places such as the library or the lobby, with teacher passes. Passes for honors study are reissued each quarter depending on eligibility. **Students must keep these passes with them at all times in the hallway.** All school regulations apply to Honor Study students. Failure to follow school expectations may lead to cancellation of honor study privileges. Students who have been suspended from school may lose Honor Study privileges. This loss of privilege will be for a length of time to be specified at the time of suspension. At the time of progress reports, if a student has below an 85 in any class, they will also be removed from the Honors Study pass list.

### **Senior Privileges**

In addition to Honors Study senior students that have earned honor roll will be eligible for senior privileges. The Honor Roll list will be updated each quarter. All eligible students will need to fill out the permission form which must be signed by a parent/guardian regardless of if the student is eighteen years old or not.

Senior privileges allow the following:

- Students with a first-period study hall may miss homeroom and arrive at school for second period.
- Students with a study hall throughout the school day may leave campus and arrive back to campus prior to the start of their next scheduled period.
- Students with an 8<sup>th</sup> period study hall may be dismissed after the conclusion of the seventh period.

Senior privileges may be revoked at any time for the following reasons:

- The student receives a suspension.
- The student fails to maintain honor roll, or a teacher states student is not maintaining adequate academic success, regardless of if grades have closed.
- The student fails to show up to class on time after utilizing senior privileges.
- The student is determined to have broken either school expectations or the law while utilizing senior privileges.

- Any other reason deemed necessary to withhold senior privileges at the discretion of the building principal.

#### Additional Expectations

- The student may only use senior privilege once a day.
- The student may not use senior privilege during lunch unless lunch abuts a regularly scheduled study hall. This means students must be present in school for lunch.

#### **Early Graduation Procedures**

Students who wish to graduate from Mount View High School in less than four years must have a clear plan of action and meet all the graduation requirements outlined in the Program of Studies. Requests to graduate in three years should be made during the spring semester of the sophomore year and require approval by October 1st of the junior year. Students who meet the requirements for early graduation and the GPA standard will be eligible to receive honor cords for display during graduation ceremonies. Early graduates will not be considered in the senior class rank. Any exceptions to this timeline require the approval of both the principal and counselor.

*To graduate early, the student must:*

1. Meet with their school counselor to discuss goals and a plan for early graduation.
2. Complete the Early Graduation Request Form.
3. Provide a written proposal to the counselor for review outlining how all graduation requirements will be met. The proposal should also include a formal post-secondary plan.
4. Schedule a meeting with the principal, counselor, and their parent/guardian to review the early graduation request.
5. The “Early Graduation Plan” must align with all district and school policies regarding the earning of credits and be approved by the student, parent/guardian, principal, and counselor.
6. Students must maintain passing grades in all MVHS courses or the plan will be subject to review.

**Students needing additional information about this process should schedule a meeting with their counselor.**

#### **Cultural Exchange Students**

Mount View High School welcomes several cultural exchange students each year. These students follow a regular class schedule and participate fully in school activities. Exchange students attend for a period of one year. At the end of that year, they receive a Certificate of Attendance. Exchange students are not eligible to receive a Mount View High School diploma and are not considered in determining rank in class.

Mount View High School recognizes and appreciates the value of having foreign students among our student population. We are committed to providing them with a rich and varied cultural and academic experience while continuing to meet the needs of our local students. To that end, the following guidelines have been established:

We will accept up to four foreign exchange students per academic year.\* Two of the four available slots will be reserved for AFS students. The other two may be taken on a first come, first serve basis by students involved with other exchange organizations that provide an appropriate level of support for their participants. The reciprocal is also true: students exchanging from MVHS (for a full year or just a portion) must be involved with an exchange organization that provides an appropriate level of support for their participants.

The staff of Mount View feels strongly that foreign exchange programs are designed to afford students an unparalleled cultural experience. Exchange students will have their transcripts evaluated by the Counseling department and will become members of whatever class is deemed appropriate. Foreign exchange students will be eligible for an honorary Mount View High School diploma. Each foreign exchange student will have a faculty mentor assigned to them. Mentors will be volunteers who are willing to help the student become acclimated to school life and lend a listening ear when necessary. \*Situations in which students wish to spend a portion of a year here as a consequence of, or an extension of, participation in a school-sponsored exchange (e.g. GAPP) may be considered on an individual basis. Such a student may not necessarily be considered one of the four.

### **M.V.H.S. Students in Foreign Exchange Programs**

Parents/Guardians of Mount View High School students who are planning to have their student spend a semester or an academic year abroad in an exchange program need to meet with their student's respective school counselor well in advance. Parents/Guardians should discuss with the counselor issues such as class standing, graduation requirements, the number of allowable credits and other issues relevant to the exchange experience.

### **Homeschool Students**

Home instruction students may enroll in specific day school classes provided that the student's attendance is regular, the class is deemed to be age and grade appropriate and all prerequisite course requirements are met. In addition, the following shall also apply.

- The student or the student's parent/guardian, on the student's behalf, shall apply in writing to and receive written approval from the Superintendent or superintendent's designee. Approval may not be reasonably withheld.
- The student shall demonstrate prior satisfactory academic achievement consistent with RSU #3 policy and procedures applicable to all students.
- The student shall comply with behavioral, disciplinary, attendance and other classroom rules applicable to all students. If a student fails to comply, the school may withhold credit or terminate the student's participation.
- Transportation must be provided by the parent/guardian or student. However, the student may use the same transportation as all other students in RSU #3 as long as additional expenses are not incurred.

The student shall complete all assignments and tests as required of all students in the same class. Credit for homeschool course work will count toward graduation requirements with a pass/fail designation, but will not be figured into a student's GPA or rank in class. Course credit will count toward determining class placement. (Soph, Jr., Sr.)

The following standards govern the awarding of course credits and a graduation diploma to a student receiving home-school instruction who seeks admission or readmission to the high school.

- A student shall earn high school credits for satisfactory completion of courses in the high school pursuant to 20-A MRSA § 5021, subsection 2, paragraph A.
- A student may earn credit for coursework completed through home-school instruction if the Principal determines both in advance and upon completion of the course that the course satisfies the requirements for awarding the credit. The Principal may direct that the student undergo a test or tests to assist in making a determination relative to the awarding of credit.
- Requests for transfer credit for equivalent instruction completed at non-approved private schools, at private schools that elect not to meet requirements under 20-A MRSA § 2901 or through other equivalent instruction programs must be evaluated on the merits of the documentation provided. The Principal and Counseling staff shall conduct these evaluations on request by the student or

the student's parent/guardian. The principal may direct that the student undergo a test or tests to assist in making a determination relative to awarding of credit.

- For students who transfer into a secondary school from another state or an educational program that is not required to meet the standards of the system of Learning Results, the principal of the receiving school shall determine the value of the prior educational experience toward meeting the standards through the local assessment system.

Awarding of a high school diploma by the local school is conditioned upon the student's demonstration of having satisfied all specific course credit or other requirements established by the Board. The Board may establish resident credit requirements as a precondition for the awarding of an RSU #3 diploma.

### **Student Education Records Policy**

The Family Education Rights and Privacy Act, more commonly known as **FERPA**, ensures that a student and his or her parent can access the student's education records and that schools do not release such records to third parties without the consent of the student or the parent. Although schools can not legally disclose information considered to be part of an educational record without the consent of the student or parents, there are exceptions to this rule. Information that is considered directory information may be released. This would include a student's name, address, phone number, date & place of birth, class schedule, height, weight, dates of attendance, honors and awards, clubs and teams to which the student belongs, pictures of the student participating in school events and the most recent educational institution attended by the student. Directory information does not include grades, GPA, social security number, student ID number, race, gender, or ethnicity.

RSU #3 reserves the right to make public, at its discretion, personally identifiable information from the educational records of a student unless the parent or eligible student informs the school in writing by July 1 for the upcoming year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student.

## **Section 2: Counseling and Support Services**

### **Counseling**

Students may schedule individual appointments with their counselor or school mental health clinician. These are professionals with special training in human relations and mental health support with whom you can discuss your problems in confidence. They are interested in helping you learn how to make wise decisions BUT WILL NOT make those decisions for you. The school counselor may also visit classrooms and distribute test information, school requirements for graduation, and other information important to students.

Your counselor will help you with self-understanding and provide you with means to:

- understand test scores
- understand your aptitudes and abilities
- explore your interests
- find information to guide you in making your decisions.

Your counselor will help you in educational planning by giving you assistance in:

- planning your high school program and schedule
- providing information about necessary requirements
- graduation and post-secondary planning
- Obtaining information about scholarships, loans and other means of financial aid
- Developing a plan for improving your study habits.

Your counselor will help you with your Technical School planning by:

- exploring your technical aptitudes and interests through testing, career day choices, computer program etc.
- helping you understand the training necessary for various occupations in which you may be interested
- providing guidance on job interviews, careers, job shadowing, applying for a job, and other related information.

Your counselor will help you with personal problems. You may talk to your counselor about:

- fears, doubts, and worries
- getting along better with others
- problems of dating and social activities
- problems of physical development
- problems you are having at home or school.

There is also a complete and up-to-date library of educational, occupational, and social information available to all students. This material is located in the counseling office.

#### Drug and Alcohol Counseling

A drug and alcohol counselor will not be available for students. Students needing this service will be referred to an outside agency and can make appointments through their school counselor or the counseling office secretary. ***Students aged 14-17 have a legal right to access these services, at school or off campus, without parental permission.***

#### Family Planning

Family Planning services will be available through the Counseling department to help students with their sexuality (birth control, sexually transmitted diseases, gender identity, etc.) Consent letters are sent home each summer allowing parents of under age students an opportunity to "opt-out" of this service for their student. Educational components to these issues are covered in the health curriculum.

#### Smoking Cessation

Help is available if you would like to reduce or quit using tobacco. Please ask at the Counseling Office for help and information.

## **Section 3: School Safety, Conduct, and Discipline**

### **School Safety**

#### Accidents

Any accident resulting in even a minor injury should be reported to the teacher in charge immediately and ultimately to the office or wellness center.

#### Active Shooter Situations

RSU3 is committed to ongoing training for all students and staff in readiness for active shooter situations using the ALICE protocol (<https://www.alicetraining.com/our-program/alice-training/>). Each school year, all RSU3 staff members are trained in ALICE responses. In the event of an event requiring an ALICE response, students should follow the lead of the staff members who are in closest proximity. Questions about ALICE may be directed to school administrators or the School Resource Officer.



### Fire Drills

Students should learn the exit procedure for the room or area of the building they are in at the time. Directions are posted in all areas of the building. Exit should be prompt – but orderly and quiet. Teachers are required to take attendance at location and account for each student in their classroom. Students must report to the correct location.

### Emergency Evacuations

In the event of any emergency that requires the building to be evacuated (other than a fire drill) the following procedures will be followed:

- The principal (in the case of their absence, their designee) will immediately use the intercom and have the building evacuated in an orderly fashion. If the intercom is inoperable, the fire alarm will be pulled.
- Students and staff will leave the building using the exits posted in the classrooms for fire drill purposes. During the evacuation process, students will not be allowed to stop at their lockers.
- Once outside, all students and staff will go directly to the high school parking lot assigned to their classrooms and wait for further instructions. No one will be permitted to re-enter the building until re-entry has been declared safe by the appropriate agency, in most cases, the State Police or the Waldo County Sheriff's Department. Students will not be allowed to leave the school premises during the time of the crisis unless all students are being bussed to a designated safe area.
- In the event of inclement weather, students may be housed in the buildings outside of the school or available buses will transport the elementary students and staff to the Knox Ridge Baptist Church. When the buses return, junior high students and staff will be transported to the Unity College. High school students and staff will be transported last. They will be loaded on buses and transported to Unity College if deemed appropriate by the administration.
- Immediately after the evacuation, the principal and his designees will do a quick check of the building to make certain that all students and staff have vacated.
- Teachers need to know the whereabouts of all their students throughout any crisis situation.
- Teachers should take attendance once the building is evacuated. Administrators will decide on the course of action after the evacuation. No cell phone use under any circumstances.

### System-Wide Code of Conduct (Policy JIC)

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct 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.

### Article 1 - Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet the following state- wide standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

### Article 2 - Code of Conduct

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:

- on school property,
- while in attendance at school or at any school-sponsored activity, or
- at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

### Article 3 - General Behavior Expectations

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

- a. Be courteous to fellow students, staff and visitors.
- b. Respect the rights and privileges of other students and school staff.
- c. Obey all Board policies and school rules governing student conduct.
- d. Follow directions from school staff.
- e. Cooperate with staff in maintaining school safety, order and discipline.
- f. Attend school regularly.
- g. Meet school standards for grooming and dress.
- h. Respect the property of others, including school property and facilities.
- i. Refrain from cheating or plagiarizing the work of others.
- j. Refrain from vulgarity, profanity, obscenity, lewdness and indecency.

### Article 4 – Discipline

Violations of the Code of Conduct may result in positive and restorative interventions and/or disciplinary action. Administrators have the discretion to tailor discipline to the facts and circumstances of the particular case. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

*See policies: JK – Student Discipline JKB – Detention of Students JKD – Suspension of Students JKE – Expulsion of Students*

### Article 5- Expectations

The following is a summary of the school unit's expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between this Code of Conduct, Board policies and/or school handbooks, Board policies will prevail.

#### A. Violence and Threats

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

*See policies: JICIA – Weapons, Violence and School Safety JICIB – Bomb Threats*

### B. Weapons

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

*See policy JICIA – Weapons, Violence and School Safety*

### C. Hazing

Hazing is prohibited. Maine law defines injurious hazing as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

*See policy ACAD – Hazing*

### D. Discrimination and Harassment/Sexual Harassment

Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin or disability. Nor should students harass one another on the basis of race, color, sex, sexual orientation, religion, ancestry, or national origin or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

*See policies: AC – Nondiscrimination ACAA – Harassment and Sexual Harassment of Students*

### E. Bullying and Cyberbullying

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

- (1) Has, or a reasonable person would expect it to have, the effect of: (a) Physically harming a student or damaging a student's property; or (b) Placing a student in reasonable fear of physical harm or damage to the student's property;
- (2) Interferes with the rights of a student by: (a) Creating an intimidating or hostile educational environment for the student; or (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or
- (3) Is based on actual or perceived characteristics or association with persons with these actual or perceived characteristics specified in the policy, and has the effects described above.

Bullying and cyberbullying is grounds for disciplinary action up to and including expulsion.

*See policy JICK – Bullying*

### F. Drug and Alcohol Use

Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, look-alike substance, or other prohibited materials and/or substances as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

*See policy JICH – Drug and Alcohol Use by Students*

### G. Tobacco Use

Students shall not smoke, use, possess, sell, or distribute any tobacco products. Violations of this policy may result in disciplinary action up to and including suspension from school.

*See policy ADC – Tobacco Use and Possession*

#### H. Conduct on School Buses

Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

*See policy JICC – Student Conduct on School Buses*

#### I. Computer/Internet Use

Students may use school computers, networks and Internet services only for educational purposes and other purposes authorized by the school unit. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in use restrictions, suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

*See policy JNDB – Student Computer and Internet Use*

#### J. Co-Curricular Code of Conduct

Students must follow all Board policies and school rules while participating in athletics and extracurricular activities. In addition, a separate Code of Conduct has been developed governing the behavior of students participating in these activities. Students who violate the Co-Curricular Code of Conduct may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

*See policy JJIC – Co-Curricular Code of Conduct*

#### Article 6 - Removal of Disruptive/Violent/Threatening Students

1. Students who are disruptive, violent or threatening death or bodily harm to others may be removed from classrooms, school buses or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
3. The responding administrator will take appropriate action.
4. Any use of physical restraint or seclusion of students must comply with applicable regulations and Board policy.

*See 20-A MRS § 4009 – Protection from Liability See Comprehensive Emergency Management Plan See MDOE Rule Chapter 33 – Physical Restraint and Seclusion of Students See JKAA/JKAA-R – Physical Restraint and Seclusion of Students*

#### Article 7 - Special Services

1. Referral. The school unit has adopted policies and procedures for determining when a student shall be referred for special services.

*See policies: IHBAA – Referral/Pre-Referral Policy IHBAC – Child Find Policy*

2. Review of Individual Educational Plan. The school shall schedule an IEP meeting to review the IEP of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others; b) the class removals are sufficient to constitute a change in the student's special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

*See policy JFKF – Disciplinary Removals of Students with Disabilities*

### Article 8 - Referrals to Law Enforcement Authorities

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

### **Student Behavior and Discipline Code**

This behavior code cannot cover all disciplinary situations which may arise and, therefore, is not intended to be exhaustive. Moreover, modifications to the code will be made depending upon the facts of an individual case, at the discretion of the building administration. Any infraction may lead to suspension or removal from extracurricular and/or co- curricular programs.

While at Mount View High School, students are expected to behave responsibly, with attention to and respect for the rights and needs of others. The range of consequences for misbehavior is as follows:

Level One Behaviors—Initially handled at classroom level; teachers will document through IC so that a running record is maintained.

1. Failure to come to class prepared for work (pen, book, etc.)
2. Distraction of other students
3. Inappropriate/immature behavior
5. Leaving class early
6. Rude/disrespectful behavior
7. Improper conduct
8. Tardiness
9. Abuse of pass/agenda system
10. Vulgar/inappropriate language/gestures
11. Defiance

#### *Recommended Level One Disciplinary Options*

- Teacher warning
- Teacher detention or other consequences
- Loss of classroom privilege (ex: no pass list)
- Teacher contact of parent
- Parent/teacher meeting
- Referral to Administration

Level Two Behaviors—Level Two behaviors are of a more serious nature and are reported to the Main Office on a disciplinary referral form.

1. Habitual level 1 violations (3 or more incidences)
2. Cutting class or study halls
3. Defacing school property including student issued computers
4. Outside school building during class time without permission
5. Parking/driving violation
6. Lunchtime infractions/throwing food or objects
7. Failure to obey a reasonable request (Insubordination)
8. Use of skateboards, hoverboards, segways, roller blades, roller skates or roller shoes on school property. These items should be left at home.
9. Purposely missing WCTC bus

10. Sale of unauthorized items on school grounds or on school transportation.
11. Violating senior privilege expectations.

*Recommended Level Two Disciplinary Action*

- Parent notification
- Restricted laptop/technology privileges
- Administrative Detention, No Pass List, or suspension depending on the nature and severity of the infraction
- Appropriate restitution if applicable
- Loss of extracurricular privilege as outlined in the Extracurricular Activities section, including structured and unstructured activities.
- Loss of parking/driving privileges

*Level Three Behaviors*—Must be reported to the Main Office through the submission of a disciplinary referral form.

1. Habitual violations of level 2 behaviors
2. Cutting school
3. Failure to serve assigned administrative detention
4. Petty theft (less than \$20 value)
5. Forgery for school-related purposes, false telephone calls, tampering with school documents
6. Causing or provoking a major disturbance anywhere at the school or at school events
7. Gambling
8. Instigating or provoking others to fight
9. Physical intimidation and/or threatening statements toward other students
10. Vulgar, obscene or abusive language or gestures directed toward any adult
11. Leaving the school campus without permission
12. Accessing, possessing or transmitting pornography
13. Tobacco possession/use (1-3 days suspension)
14. Failure to identify
15. Harassment (non-sexual)
16. Hazing
17. Bullying
18. Intimidation
19. Academic Dishonesty (cheating, plagiarism, or enabling such behavior in others)
- 20.. Not following directions during an emergency situation

*Recommended Level Three Disciplinary Action*

- Parent contact
- 1-5 day suspension, depending on the nature and severity of the infraction
- Possible referral to counselor or social worker and/or law enforcement
- Loss of extracurricular privilege as outlined in the Extracurricular Activities section
- Referral to law enforcement if a civil violation has occurred.
- Referral to Affirmative Action Coordinator if warranted.

*Level Four Behaviors*—Must be reported to the Main Office and the Principal

1. Repeat level 3 violations
2. Burglary, theft, unlawful possession of school property
3. Vandalism
4. Extortion
5. Fighting
6. Assault on a student
7. Physical intimidation or threatening statements toward district personnel
8. Possession, use, or being under the influence of alcohol, marijuana, or other prohibited or controlled substances (1<sup>st</sup> offense 5 days; 2<sup>nd</sup> offense 10 days and referral to superintendent)
9. Possession of drug paraphernalia
10. Indecent exposure
11. Invasion of privacy
12. Engaging in a sexual act on school property
13. Instigating or participating in gang/mob type of school disturbance
14. Possession of a weapon other than a firearm
15. Possession of any knife
16. Racial or ethnic insults/comments
17. Sale of tobacco including smokeless tobacco and e-cigarettes
18. Sexual harassment, bias-motivated harassment, other harassment
19. Possession and/or use of fireworks, caps, poppers and stink bombs

*Recommended Level Four Disciplinary Action*

- Parent contact
- Police notification of criminal activity
- 5-10 day suspension; parent and student must meet with administrator and counselor before student is readmitted to school
- Possible recommendation of appropriate counseling
- Loss of extracurricular privilege as outlined in the Extracurricular Activities section
- Possible referral to the Superintendent of Schools for a pre- expulsion hearing

*Level Five Behaviors*—Must be reported to the Main Office and the Principal

1. Repeat level 4 violations
2. Sale or distribution of alcohol, marijuana, scheduled drugs, or other prohibited substances, paraphernalia or material
3. Possession or use of deadly weapon/firearm
4. Arson
5. Physical assault on district personnel
6. Sexual assault
7. Any other violent crime
8. Refusal to submit to search
9. Participation in the issuance of a bomb threat
10. Discharging a false fire alarm, or creating an emergency situation including but not limited to falsely calling 911

*Recommended Level Five Disciplinary Action*

- Parent contact
- Suspension from school with possible recommendation for expulsion
- Police notification of criminal activity

- Loss of extracurricular privilege as outlined in the Extracurricular Activities section

### **Explanation of Disciplinary Procedures**

#### **No Pass List**

Students are not allowed out of class except to see the nurse in an emergency.

#### **Classroom Detention:**

When assigning a classroom detention, the teacher must give a 24-hour notice, either in writing or verbally, to the student. If a student fails to report for a teacher detention, the following steps are to be taken:

- 1) The teacher will refer the student to the office via the discipline form for office detention if the student has skipped the teacher assigned detention.
- 2) The student will then serve two office detentions for each teacher assigned detention that was skipped.

#### **Administrative Detention**

3:00 – 4:00. Students must report to the office on time, bring work to do, and maintain silence. If the student fails to report for the assigned office detention, then an in-school suspension will be assigned.

#### **Out-of-School Suspension (OSS)**

Students are not allowed on school grounds for any reason and may not attend school functions, events or school activities on or off school grounds. This includes away games, etc. Work for suspended students may be picked up in the Main Office and turned in completed upon return from suspension. A parent conference with administration may be required before a student is readmitted to school.

#### **In-School Suspension (ISS)**

Work for suspended students may be picked up in the Main Office and turned in completed upon return from suspension. While in suspension a student may not have their cell phone and must be completing work for their classes.

#### **Pre-Expulsion Meeting**

Meeting held between school administrator, student, parent(s), and Superintendent of Schools to determine if the student should be expelled from school or under what conditions allowed to return.

#### **Referral to Student Resource Officer**

In addition to school consequences, every instance of illegal behavior by our students is referred to the police. In some instances, students will be deprived of the privilege of remaining on school grounds without immediate adult supervision after school. Examples include students involved in theft, substance abuse violation, harassment, vandalism, threatening, fighting, etc.

#### **Social Probation**

Any student who exhibits inappropriate behaviors on school property after the end of the school day or any student who receives a suspension or in-house discipline for six or more days may be placed on social probation depending on the severity of the offense. Social probation means that the student is not to remain after school unless the student has advance permission from the principal or assistant principal. Additionally, they may not attend any extra curricular school activities while on social probation.

### **Questioning and Searches of Students**



The Board of Directors of RSU #3 seeks to maintain a safe and orderly environment in the schools. School administrators/designees are authorized to question and/or search students in accordance with this policy.

Student use of all school storage facilities, including but not limited to, lockers, desks, personal vehicles on school grounds and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities including backpacks, bags and/or any other personal belongings. School administrators/designees have the authority to inspect and search storage facilities and their contents on a random and/or school-wide basis, with or without reasonable suspicion, and without notice or consent.

Refusal to submit to such search is considered insubordination and subject to immediate suspension from school.

### **Cell Phones and other Electronic Devices**

Students are not permitted to bring cell phones to classes; academic exceptions apply if directed by the teacher. If you are caught in possession of a cell phone in a classroom, teachers may confiscate the phone, or send the student to the office with the phone. At that time, administration will confiscate the phone for the remainder of the day and contact a parent/guardian. Phones cannot be out in bathrooms or locker rooms.

Failure to comply with a request to hand over the phone will be considered insubordination and subject to immediate administrative discipline. Students caught in the bathrooms or locker rooms with cell phones out will lose the right to have a cell phone at school for the remainder of the school year.

*Cell phones are allowed in the following areas: Lobby, Cafeteria during lunch, Outside*

*Cell phones will not be used during any emergency procedure or drill.*

### **Cameras/Videotaping**

Cameras/videotaping of any kind, including those on cell phones, cannot be used to photograph any student, or other school personnel, without explicit permission from a school administrator.

First Offense: Photograph/video must be deleted and a detention will be warranted.

Second Offense: Photograph/video must be deleted and Friday detention will be warranted.

Third Offense: Suspension of 1-5 days depending on the infraction.

Also depending on the serious nature of the photograph and/or video taken, it is the administration's right to warrant a suspension or any further action that is deemed necessary on the first offense.

### **Conduct at Social Functions**

In order that conduct at social functions, such as dances and entertainment, shall be a credit to the school and to the communities of the area, students are asked to abide by all school rules. Additionally, students are to undertake all tasks relative to planning, preparing and cleaning before and immediately after the event. Once admitted to a social event, a student is not to leave and be readmitted. Any student leaving must leave the school grounds. Loitering in cars during school functions will not be permitted.

All exit areas are to remain free in case of emergencies. This includes no loitering in the lobby. Mount View social events are open only to Mount View students and their parents unless prior arrangements are

made through the office. Guests may be permitted at some social events. Prior registration of a guest in the office is required through the assistant principal and by use of a special form. **No guests who have reached the age 20 are allowed at MVHS functions that are not open to the public.**

### **Policy JICA Student Dress Code**

The RSU #3 School Board recognizes that the responsibility for dress and appearance of students rests with individual students and their parent(s)/guardian(s). The RSU #3 Board will not interfere with this right to self-expression when the personal choice and use of sound judgment creates an atmosphere of self-respect and respect for the school community. Students are to adhere to standards of dress and cleanliness that are compatible with a safe and respectful school learning environment and *does not cause a disruption to school operations.*

Guidelines for student dress, which will be developed and enforced by the administration, shall be written in a manner free from discrimination on the basis of race, color, sex, sexual orientation, gender expression, gender identity, physical or mental disability, religion, age, ancestry, national origin, genetic information, or familial status. Furthermore, student dress guidelines reflect the need for equitable enforcement that does not reinforce stereotypes or disproportionately impact students of diverse sizes, gender expressions/identities, income levels and underrepresented racial, ethnic or religious groups.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school district to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress and accessories shall be enforced.

Students are prohibited from wearing clothes and accessories that:

- Use profanity, insulting words or hate speech; display socially recognized symbols of hate (e.g. the Nazi Swastika, the Confederate Flag); advertise illegal items or promote the use of tobacco, alcohol or other drugs; make references to weapons; or contain messages that are vulgar, lewd or indecent.
- Cause a disruption to school operations.
- Interfere with the wearer's safety (e.g. line of sight, science labs, gym) and conflict with the rules previously mentioned. Hats are permissible.
- Could be considered dangerous or destructive to school property (e.g. cleats, pants with metal inserts) or pose a safety risk to the student or others.
- Are intended to identify the wearer as a member of a particular gang.
- Clothing that exposes undergarments or does not cover the body appropriately: Clothes must be worn in a way such that genital areas, buttocks, and chest are covered when a student engages in school related activities and movement. Clothing should fully cover undergarments. \*Bra/tank top straps and visible waistbands do not constitute excessive exposure. \* Midriff should be reasonably covered i.e. clothing should cover the majority of one's abdomen. See through and strapless clothing shall not be worn.

Students are required to wear:

- Shoes or other appropriate footgear while at school and while participating in school sponsored activities, for health and safety reasons.
- Appropriate clothing that meets the dress code to participate in physical education, classroom and extracurricular activities, and work around machines or other activities. No particular brand will be required.

Students not meeting expectations of the Student Dress Policy will be addressed individually, privately and respectfully.

The superintendent, in conjunction with building principals, is responsible for the development of any administrative procedures necessary to implement this policy. This policy will be published annually in student handbooks.

Cross Reference: CHCA Student Handbooks JIC System-wide Student Code of Conduct JK Policy Student Discipline First Reading: May 8, 2023 Second Reading: June 14, 2023 Adopted: June 14, 2023

### **Public Displays of Affection**

Displays of friendly affection, such as a brief hug, handclasp, or pat on the shoulder, are perfectly acceptable in school. Displays of ROMANTIC affection, such as kissing, extended body contact, or any sort of sexual contact, are not appropriate for school, and will be handled as a disciplinary infraction.

### **Conduct at Assemblies**

Assemblies are a scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet and booing are discourteous.

### **Conduct at Overnight Field Trips**

There will be severe consequences for violation of the substance use/abuse regulations with regard to overnight trips. These regulations will be in force for any “overnight” trips from Mount View, regardless of sponsoring club or activity. Regardless of the hosting country’s laws and regulations, students continue to fall under the jurisdiction (and age regulations) of the home school (Mount View High School). *Students attending school-sponsored overnight trips may be subject to a search of their belongings by administration or SRO to ensure all items are school appropriate.*

1. A student found to be in the possession of, by consumption or otherwise, contraband (tobacco, alcohol, drugs, and/or paraphernalia) will not be allowed to continue on the trip, parents will be notified and expected to make immediate arrangements for the student to return home.
2. In addition to the school consequences, students will be placed on social probation for 180 school days beginning on the date of the infraction, the exception to this being the graduation ceremony and marching practice (senior banquet and project graduation are included in social probation).
3. Students are expected to stay in their assigned rooms during the night. Once curfew is called and room checks are made, students are not allowed to leave their rooms. If students break curfew, parents will be notified and expected to make immediate arrangements for the student to return home. The student will be suspended for three days and placed on social probation for the remainder of the school year.

### **Student Conduct on Buses**

The law does not relieve parents of students from the responsibility of supervision before the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus, they become the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board requires children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct themselves properly on a bus, it will be brought to the attention of

the building principal by the bus driver. The building principal will inform the parents immediately of the misconduct and appropriate follow-up steps taken.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

*See policy: JICC Student Conduct on Buses*

#### Waldo County Technical Center Students

WCTC students will conform to all set rules of normal bus privilege. Discipline will be handled under the same guidelines as the regular bus runs.

#### Late Bus Students

ALL students shall ride in the front of the bus. The first infraction will cause a loss of privilege for a designated amount of time to be set by the principal or vice-principal.

#### Disciplinary Procedure

It is the responsibility of the bus driver to document all disciplinary actions taken, other than verbal warnings, on the appropriate forms and present them to the Transportation Director in a timely manner. Forms must be fully filled out, dated and signed by the driver, substitute driver or monitor that is reporting the infraction. The Transportation Director will supply the referral to the student's principal or vice-principal.

Once a bus discipline referral slip has been received for a student, depending on the severity of the infraction, one (or more) of the following disciplines will occur:

1. Verbal warning
2. Detention
3. 1 Day bus suspension
4. 3 Day bus suspension
5. 5 Day bus suspension

#### Other Disciplinary Actions

If the behavior continues on the bus, then a meeting will be scheduled with the superintendent, transportation director, principal and/or assistant principal in regards to the student's infractions. Possible removal from the bus for the remainder of the year may occur. School suspension, and/or school board action may also occur depending on the severity of the bus infractions.

### **Bullying**

#### I. Introduction

It is our goal for our school[s] to be a safe and secure learning environment for all students. It is the intent of the RSU #3 School Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of

peer mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of RSU 3, and the operation of the schools.

## II. Prohibited Behavior

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.

## III. Bullying and Cyberbullying Defined

"Bullying" and "Cyberbullying" have the same meaning in this policy as in Maine law:

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

- (1) Has, or a reasonable person would expect it to have, the effect of:
  - (a) Physically harming a student or damaging a student's property; or
  - (b) Placing a student in reasonable fear of physical harm or damage to the student's property; OR
- (2) Interferes with the rights of a student by:
  - (a) Creating an intimidating or hostile educational environment for the student; or
  - (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; OR
- (3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;

5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

B. “Cyberbullying” means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

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

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;
3. Impersonating or representing another student through the use of that other student’s electronic device or account to send email, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending email, text messages, IM, or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target’s email account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or “sexting” photographs of other students.

C. “Retaliation” means an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” also includes knowingly falsely reporting an act of bullying.

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

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

#### IV. Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a

school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.

2. Takes place while students are being transported to or from schools or school-sponsored events;
3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

*V. Reporting Refer to the Reporting Form (Policy JICK-E1)*

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

- A. School staff, coaches and advisors for extracurricular and cocurricular activities are required to report alleged incidents of bullying to the school principal or other school personnel designated by the superintendent. Any other adult working or volunteering in a school will be encouraged to promptly report observed or suspected alleged incidents of bullying to the building principal or school personnel designated by the superintendent.
- B. Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.
- C. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.
- D. Acts of reprisal or retaliation against any person who reports an alleged incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

*VI. Responding Refer to the Responding Form (Policy JICK-E2)*

The school principal or a superintendent's designee will:

- A. Within 5 business days investigate and respond to allegations of bullying behavior;
- B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report alleged and substantiated incidents to the superintendent;
- C. Inform parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made;
- D. Communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;
- E. Inform parent(s) or guardian(s) of the students involved the findings of the investigation and actions to be taken;
- F. Communicate with local or state law enforcement agencies if it's believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

*VII. Remediation Refer to the Remediation Form (Policy JICK-E3)*

The school principal or a superintendent's designee will:

A. Identify the specific nature(s) of the incident.

B. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:

1. Meeting with the student and the student's parents/guardian;
2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling;
5. Anger management;
6. Health counseling or intervention;
7. Mental health counseling;
8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
9. Community service; and
10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

C. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services.

### VIII. Appeal

Notification shall be provided to parent(s), guardian(s) and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking remedial action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent.

### **Mount View High School Computer Use Guidelines**

The purpose of providing high school students access to computers is to prepare them for a future economy that will rely heavily on technology and innovation. Having access to computers allows students to enhance the curriculum, access up to date information, reinforce learning, and more easily correct and edit writing. By providing ALL students with a computer, equitable access to computers is ensured regardless of socioeconomic background. Regular access to technology allows the opportunity to teach students proper use of technology, technology etiquette and how to be safe and responsible as they navigate the digital world.

The intent of these guidelines is to help students, parents and staff of Mount View High School have a better understanding of the possible consequences for the misuse of computers. This does not cover all disciplinary situations and serves as a guide. Modifications to this may be made based on the details of



the individual case. All violations are to be reported to the assistant principal and/or principal via an office referral form.

<b>Laptop Expectations Hardware</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<p>It is expected that students will:</p> <ul style="list-style-type: none"> <li>• Store laptops in assigned storage cabinet</li> <li>• Use laptops on a secure flat surface</li> <li>• Have laptops in one of three places: their possession, their locker or storage cart</li> <li>• Not consume food/drink near laptops</li> <li>• Not deface the laptop by marking up the laptop or carrying case with stickers, pens, ink spots, etc.               <ul style="list-style-type: none"> <li>• Understand that the device is issued to them and not to be used by anyone else</li> </ul> </li> <li>• Appropriately use school printers/copiers</li> <li>• Not have inappropriate or offensive backgrounds on the computer screen</li> </ul>	Warning	Loss of Computer for 1 School Day	Loss of Computer for 5 School Days
<ul style="list-style-type: none"> <li>• Not to or try to do anything that has a malicious intent toward a computer, network, other users, etc.</li> </ul>	Loss of Computer for 5 School Days	Loss of Computer for 10 School Days	Loss of Computer for 30 School Days

<b>Laptop Expectations Internet/Software</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<p>It is expected that students will:</p> <ul style="list-style-type: none"> <li>• Keep personal passwords private</li> <li>• Not access other users' accounts</li> <li>• Keep personal information off websites</li> <li>• Be on school approved websites during school hours from 8-3</li> </ul>	Loss of Computer for 5 School Days	Loss of Computer for 10 School Days	Loss of Computer for 30 School Days
<ul style="list-style-type: none"> <li>• Not install/download/upload ANY software, shareware, or freeware including Torrent, Spacesuit, LimeWire, HotSpot Shield, etc.</li> <li>• Access streaming audio or video for school purposes ONLY and with teacher permission</li> <li>• Download graphics, sounds, etc only with teacher permission</li> <li>• Storing copyrighted materials such as music, pictures, movies, etc.</li> <li>• Doing or trying to do anything that has malicious intent toward a computer, network, hotspot shield, others users, etc.</li> </ul>	Loss of Computer for 5 School Days	Loss of Computer for 10 School Days	Loss of Computer for 30 School Days

<b>Laptop Expectations Internet/Software</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
*Will not download inappropriate material *Will not access pornographic sites	Loss of computer for ten days	Loss of computer for 30 days and 5-day suspension	Loss of computer for remainder of the school year and a 10-day suspension

<b>Social Networking/Email</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
It is expected that students will: <ul style="list-style-type: none"> <li>Not use social media during school time. This includes Facebook, Skype, Tumblr, Chat rooms, etc.</li> <li>Not post any inappropriate messages</li> <li>Use only the Gmail email account assigned and only for school assignments between the hours of 8 and 3.</li> </ul>	Loss of Internet for 5 School Days	Loss of Internet for 10 School Days; Parents notified	Loss of Internet for 15 School Days or up to the end of the year. Parent meeting.
<ul style="list-style-type: none"> <li>Understand that cyberbullying is not allowed. This includes sending threatening or harassing messages. Consequences of cyberbullying may extend to actions using non-school computers as well.</li> <li>Not download any pornographic sites or materials at any time</li> <li>Do not post pornographic pictures of yourself on any site. This includes sending through messaging and emails on school computers.</li> <li>Lost or stolen laptops are the responsibility of the student. Replacement cost will be charged for any lost or stolen computer. A second computer will not be issued until the lost/stolen or damaged computer is paid for.</li> </ul>	Loss of Computer for 10 school days AND 5 Day Suspension	Loss of Computer for 30 school days AND Suspension up to 10 days	Suspension up to 10 days; Parents referred to superintendent; Loss of computer for remainder of school year

### One-to-One Laptop Participation Agreement

RSU #3 supports the growth and education of students and is pleased to support the one-to-one computer program designed to help equip our children for a future in a technology driven workforce.

In giving laptop computers to each student, there is a responsibility being given to both the student and the parent(s). The responsibility is that of proper care of the laptop. The computer warranty is quite extensive but it does not cover certain items or conditions. Items that fail due to normal wear will be covered by RSU #3, however, the warranty does not cover deliberate damage or damage caused by negligence. *In the event that any laptop unit is damaged in a manner not covered by the warranty, it will be the parent of the student who will be responsible to pay for the damage and/or replacement of the unit. Lost or stolen laptops are the responsibility of the student. Replacement cost will be charged for any lost or stolen computer. A second computer will not be issued until the lost/stolen or damaged computer is paid for.*

## **Section 4: Extracurricular Activities**

Mount View High School offers its student body a variety of activities that help develop character, personality, sportsmanship, and leadership. Activities are an important part of the curriculum of every school. For all rules and regulations in regards to extracurricular please see the "Student Handbook for Extra-Curricular Activities"

### **Student Council/National Honor Society/Student Leadership Team**

#### **A. Student Council**

The Student Council is the student governing body. On the Council are five seniors, four juniors, three sophomores and two freshmen. All members are elected to serve a one-year term. Student Council meetings are open at all times to general student participation. It is through your Student Council that you as a student can actually participate in the decision-making process at Mount View High School.

#### **B. National Honor Society**

The National Honor Society was founded in 1921 to "recognize and encourage academic achievement" and other characteristics "essential to citizens in a democracy". All interested students with an average of 87 or above are rated by the entire faculty on their character, service, and leadership qualities. New members are named by a faculty council consisting of five teachers. Seniors are elected in December; Sophomores and Juniors are elected in the spring. Membership is one of the greatest honors a high school student can receive and is a commitment to uphold the high standards of scholarship, character, service, and leadership upon which membership is based. The National Honor Society and the Mount View N.H.S. faculty council have set the following criteria for membership in the Mount View National Honor Society Chapter:

- To be considered for membership, a student must have an academic average of 87 or above.
- The entire faculty will have an opportunity to rate each academically eligible student on service, character, and leadership.
- The final determination as to who will be invited for membership in N.H.S. will be made by the faculty council.

To be considered for membership, each academically eligible student must return his/her activity sheet to the NHS advisor by the established deadline. If this is not done, the student will not be considered for N.H.S. membership.

### **C. Student Leadership Team**

The student leadership team is composed of the president, vice president, and one student council member of each class. This team will meet once per month with building administration to discuss recommendations and concerns surrounding the student body and school operations.

### **High School Sports and Co Curricular Clubs**

Mount View High School hosts the following clubs and school related activities. Students are strongly encouraged to join a co or extra activities at Mount View High School. Students can obtain an up to date list of advisors and meeting times from the main office.

#### Sports

- Fall Season
  - Cheerleading
  - Field Hockey
  - Football
  - Golf
  - Soccer
- Winter Season
  - Cheerleading
  - Basketball
  - Wrestling
- Spring Season
  - Baseball
  - Softball
  - Track

#### Clubs

- Art Club
- Broadcasting
- Civil Rights Team
- Crafting Club
- Drama/One Act
- Envirothon Team
- Fellowship of Christian Athletes
- German Club
- GSA Club
- Library Club
- Math Club
- Spanish Club
- Yearbook

#### School and Community Clubs/Organizations

- National Honor Society
- Student Council
- Student Leadership Team

#### Starting New Clubs/Organizations

Any student may come to the principal with a new club idea. The student must do the following:

1. Fill out the new club idea form
2. Obtain a school employee that will be the advisor of the club
3. Hand in the form to the principal
4. Advisor and students meet with the principal
5. If approved, the new club/organization proposes the idea to the school board for approval.
- 6.

#### Class Advisors

- Each grade level has a class advisor. These advisors support fundraising, planning class events such as prom and senior night, and ensure class involvement in all aspects of Mount View High School. Class advisors will send student periodic emails about upcoming events and fundraisers. Students are strongly encouraged to participate in all class events.

## **Section 5: Miscellaneous**

### **A. Gymnasium**

Students are not to congregate in the gym before, during, or after school, unless they are under the direct supervision of a teacher. Only non-marring sneakers may be worn when using the gym floor. Boots of any type are unacceptable. No food or beverage is allowed in the gym at any time.

### **B. Cafeteria**

Breakfast will be available to students before school. During lunch, students must remain in the cafeteria, lobby or go outside, in the designated areas, weather permitting.

### **C. Library Media Center/Learning Center**

Students are encouraged to use the many materials and services of the library for browsing, reading, reference, and quiet study. The opportunities to help students do well in coursework and for self-education are numerous and invaluable. All materials including current magazines and reference books may be signed out, but there are special rules for reserve books, reference books, older magazines and vertical file materials. Each student is responsible for knowing and adhering to library procedures and policies.

### **D. Textbooks**

Once a textbook is issued to a student, the student is responsible for the care of the book. If this book is damaged, the student will pay the cost of repair. If the book is lost or damaged beyond repair, the student will pay replacement costs for the book. All students are expected to cover their textbooks and to replace the book cover if it becomes worn during the school year. All fees must be paid prior to a senior participating in graduation ceremonies.

### **E. Lockers**

All students are assigned a locker with a combination lock. These are the property of RSU #3 and are available to proper authorities for inspection. Private locks will not be used on lockers in the academic wing or lockers in the locker room unless there is a medical need. Students will be held responsible for damage to their locker as well as any materials lost or stolen. Banned substances found in a locker are presumed to be in the possession of the student who was assigned the locker because students are not allowed to share or change lockers.

Teachers have the ability to expect students not to bring backpacks into their classroom. Students may utilize the space directly outside of the classroom, or use their lockers when this is the case.

### **F. Vehicles**

#### **Student Parking and Driving Privileges**

Parking in the student parking lot is a privilege, not a right. All students must register any vehicle they bring to school with the assistant principal. The registration form includes insurance information so students need to have that information readily available in order to register. Student parking is located to the right of the front entrance beyond the bus turn around. A speed limit of 15 mph must be observed at all times while on school property. Students are further urged to utilize mature judgment at all times to ensure the safety of others. Individuals riding in private automobiles will, upon reaching the school parking lot, leave the vehicle and not return to it until leaving school. Once students are on school grounds they are not allowed to leave until dismissal.

Designated space will be made in the front of the school (Student of the Month, temporarily handicapped, special rewards, etc.) and assigned for specific time periods.

Individuals disregarding the safety of other individuals on campus in their driving practices will have the privilege of motor vehicle use on this campus restricted.

First Offense: 10 Days; this will be extended into the following school year  
Second Offense: 45 Days; this will be extended into the following school year  
Third Offense: 180 Days; this will be extended into the following school year

Any driving infraction on the way to and from WCTC, during school hours, will result in WCTC driving privileges being revoked. In addition, the above consequences would apply for driving to and from Mount View. Driving infractions include but are not limited to speeding tickets, passengers, accidents in which the student is at fault, and reports of unsafe driving.

Students park in the school parking lot at their own risk. The district is not responsible for any damage to vehicles in the parking lot.

#### Snowmobile Guidelines.

Mount View High School allows student transportation by snowmobile to and from school in appropriate weather conditions. In order to have a snow machine on campus, each student must:

- a. register the licensed snowmobile with the assistant principal
- b. wear appropriate safety gear (including a helmet for driver and any passenger).
- c. have written permission to transport anyone else
- d. obey all rules regarding where the machines are allowed.
- e. no machines allowed out back by the softball field/middle school fields
- f. no riding up dirt mounds or near guide wires
- g. machines will be parked during the school day in a designated area.
- h. no one may leave and/or ride on school grounds during the day; you must wait until after 3:00 and bus dismissal before starting up machines and exiting the parking lot.
- i. no riding on any athletic fields, track, or other "unmarked trails" on school property (including new construction site)
- j. The school and RSU #3 assume no liability for any damage or accidents resulting from improper use of the machine and/or resulting from a violation of any of these rules.

#### Prohibitive Practices

In order to maintain the fields in the best shape possible, the use of motorized vehicles, ATV's, motorcycles, bicycles or any other vehicle that could cause damage to the fields is prohibited. Anyone using one of these vehicles on the fields will be financially responsible for any damage. The policy also states that violators can be charged with criminal trespass. Students will face disciplinary action as well. Everyone's cooperation is needed to keep the fields in playing condition.

#### **I. School Telephone Use by Students**

School telephones are to be used by students only in an emergency. Students must ask permission of the faculty to use the school phones.

#### **J. Student Valuables**

Students are strongly discouraged from bringing large amounts of money, radios, CD players, iPods or cameras to school, and if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their personal property. Do not share locker combinations with anyone else. Also, do not leave valuables unattended in the locker room. The school is not responsible for lost or stolen items.

### **K. Technical Center Students**

Students in attendance at the Waldo County Technical Center will abide by the policies established at that school as well as those in force at Mount View. All students attending the Center must ride the bus provided unless permission is given by the individual's parents, the Center's Administration, and the Mount View administration. Permission will only be given for senior students. For information on technical programs, please call Mount View High School or Mr. Travis Wood, WCTC Director, at 342-5231.

### **L. Visitors**

#### **Student Visitors:**

Students expecting visitors at the school need to obtain permission from the office at least one day in advance. Generally, visits are limited to students wishing to transfer to Mount View High School. Once a visitor is approved by the administration, teachers must sign a permission form agreeing to have a visitor. Visitors must report to the principal's office for a visitor's pass.

#### **M. Adult/Community Visitors:**

All adults must sign in at the main office upon arrival at the school. The adult needs to get a visitor badge and wear this badge at all times during their visit. The visitor must have a clear and valid reason approved by the principal to be in the building.

Visitors that wish to visit a classroom must obtain approval with valid reason from both teacher and principal. This must be done at least two school days prior to the visit. An administrator will also be present in the room during the visitation.

#### **Volunteers:**

All volunteers must receive volunteer training prior to volunteering in RSU #3. This training is done by the Volunteer Coordinator and takes approximately 30 minutes to complete.

### **O. Work Permits**

Requests for work permits may be obtained at the Principal's office with the registrar. A job must be obtained prior to the request. A birth certificate and social security card must be presented. A student must be in good standing with his/her grades for the principal to approve the work permit.

### **P. Lost and Found**

Found articles should be turned in to the office. Lost articles should be reported to the office immediately. Articles not claimed after a reasonable length of time will be disposed of.

### **Q. "No School" Announcements**

Official information concerning school shutdown will be on local TV and radio stations. RSU #3 also uses the Alert Now system to notify households of information as well.

### **R. Clifford Performing Arts Center Protocols**

While in attendance in the CPAC the following behavior is expected:

1. No food or drinks of any kind, except water.
2. Always fill in from the front when there is a presentation.
3. Students are expected to remain respectful of each other, the school facility, and the presenters.
4. No climbing over seats; no feet on the chair in front of you.
5. Electronics must be turned off. Please be aware that no flash photography is allowed.
6. Video recording only by permission of the theater director and the administration.

### **S. Lunch**

Students must stay in the cafeteria or the designated portion of the lobby. All trash will be picked up prior to leaving for class.

### **T. Hanging Up Posters/Signs/Community Events**

Any signs that are to be hung in the building need the permission of the school principal. The signs should be educational in nature and follow all school rules.

### **U. Selling Items at School**

The only items that can be sold at school are school-sponsored fundraisers or special events that have been approved by the principal. Individuals are not allowed to sell soda, candy, pre-packaged cookies etc. at any time while on RSU #3 property. This is against federal regulations.

### **V. Medication**

Students will self-administer medication under the supervision of the designated adult (nurse or office personnel). Students may transport one day's dosage of medication in a labeled container which must be brought directly to the nurse's office. Students are not allowed to share medication. Students taking long term medication should report this to the wellness center even if medication is not taken during school hours. No medication will be dispensed by school personnel except in an emergency unless a plan is in place.