Student Handbook



2023-2024

Lawrence High School Student Handbook 2023-24

Lawrence High School 9 School Street Fairfield, Maine 04937 (207) 453-4200

Welcome to the 2023-24 academic year!

Lawrence High School strives to provide an intellectually and socially energetic environment that is safe and supportive. To that end, you will come to understand that we focus on respect as a key element. To better define respect the LHS community lives within the following guidelines:

- Be respectful of yourself and others.
 - o Be friendly and use good manners.
 - Accept differences.
 - o Resolve conflict positively.
- Advocate for yourself and others
- Be honest and accountable.
- Acknowledge what people are doing well.

Each of us plays a role in preserving this environment, and this handbook describes the privileges and responsibilities that we grant to our students as members of the Lawrence community. You will also learn about many services and resources available to support your achievements, enhance your high school experience, and assist in times of difficulty.

It is important that you take time to familiarize yourself with the materials in this handbook. As well, it is important that you participate; there is value in being present in class, in hearing the explanations of teachers, in discussing subjects with others. Although you may be able to read a textbook and pass an examination, if you have not participated, then you have missed a valuable part of the education in school. Be proud, invest yourself in your education, and enjoy your high school years.

Note to Students and Parents: Students and parents are responsible for reading and following the rules in this handbook. The handbook has been developed within the framework of the M.S.A.D. #49 School Board's policy manual. In case of a conflict between a Board policy and the rules in this handbook, the Board policy will prevail. M.S.A.D. #49 reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents, and M.S.A.D. #49, to the extent permissible by law, expressly disclaims any liability which might otherwise be incurred.

Table of Contents

2023-2024	1
Vision Statement Core Values & Beliefs	5
BELL SCHEDULE for 2023-24	
AFTER SCHOOL ACTIVITIES	
DHHS REPORTING	
HEALTH / SCHOOL NURSE	
INSURANCE REQUIREMENTS	
STUDENT MEDICATIONS	
STUDENT HEALTH CENTER	
ACADEMIC INFORMATION	
ATTENDANCE POLICY (See Policy JED)	
BOMB THREATS - Policy EBCC	
CAFETERIA / LUNCH PERIOD	
Cell Phones and Other Electronic Devices To Preserve the Academic Climate of the School	
Code of Student Conduct	
COMPUTER/INTERNET USE (Policy IJNDB)	
DRESS (Policy JIC)	
EMERGENCY CODES	
FIRE DRILLS	
FIGHTING	
Homeless Students	
INAPPROPRIATE LANGUAGE	
LOST AND FOUND	
Media Access to Students	
Military and Institutions of Higher Learning Request for Information	
OPEN CAMPUS Privileges	
NOTICE OF NONDISCRIMINATION	
Parent Involvement	
PASSES	
PHOTOGRAPHS AND INFORMATION ON INTERNET	
PUBLIC DISPLAYS OF AFFECTION	
QUESTIONING AND SEARCHES OF STUDENTS	
RESTRAINT AND SECLUSION - Policy JKAA	
Security Surveillance	
SCHOOL AND THE LAW	
SCHOOL CAMPUS, BUILDING AND PROPERTY	
SCHOOL LOCKERS	
TELEPHONES/MESSAGES/DELIVERIES	21
VALUABLES	21
VEHICLES	
SCHOOL ASSEMBLIES	
SCHOOL CANCELLATIONS	
SCHOOL DANCE RULES	
SMOKING AND TOBACCO USE (Policy ADC)	
STUDENT DRUG AND ALCOHOL USE (Policy JICH)	
SNOWBALLS	
THEFT AND PROPERTY DAMAGE	
VISITORS	
WORK PERMITS	
ANNUAL NOTICE OF STUDENT EDUCATION RECORDS RIGHTS	
School Motto	
School Mascot	

School Colors	26
School Song	
School Spirit	
FIGHT SONG	27
LHS Athletic Teams	27
LHS Clubs and Organizations	27
Index	28

M.S.A.D. #49 complies with all federal and state laws concerning confidentiality and transfer of student records, and student information on the Internet. If you need more information about your child's education records, please contact the principal or your child's guidance counselor. See also Board Policy JRA- Student Educational Records and Information.

Lawrence High School's

Vision Statement Core Values & Beliefs

21st Century Learning Expectations

Vision Statement:

Lawrence High School is a safe and collaborative learning environment where all are challenged, assume responsibility, persevere, and value the pursuit of growth and knowledge. We take pride in respecting and caring for all aspects of our school community.

Core Values & Beliefs:

Lawrence High School is committed to developing a well-rounded school community by fostering the following:

- Respect for self, others, materials, and space
- <u>Motivation</u> to persevere through challenge
- Responsibility for self
- Lifelong Learning

21st Century Learning Expectations:

Lawrence High School students will graduate with the skills to be:

Academic:

Clear and effective communicators Integrative and informed thinkers Self-directed lifelong learners Creative and practical problem solvers

Social:

Responsible for their decisions, belongings, and actions Ethical in their use of technology

Civic:

Responsible and involved citizens Respectful of school and community

BELL SCHEDULE for 2023-24

Regular Schedule

ARRIVAL TIME by Bus 07:15 AM

WARNING BELL 7:30 AM

BLOCK 1 07:35 - 08:41 AM *ADVISORY* 08:46 - 09:14 AM BLOCK 2 9:19 - 10:20 AM

BLOCK 3 & LUNCHES

BLK 3A 10:20 - 10:42 AM LUNCH A / 10:47 - 11:48 AM CLASS

BLK 3B 10:25 - 10:50 AM CLASS / **10:50 - 11:12 AM LUNCH B** / 11:15 - 11:48 AM CLASS

BLK 3C 10:25 - 11:26 AM CLASS / 11:26 - 11:48 AM LUNCH C

BLOCK 4 11:53 - 12:54 PM BLOCK 5 12:59 - 2:00 PM

Mid-Maine Technical Center Instructional Hours:

AM - MMTC: 08:20 - 10:45 A.M. Students **eat LUNCH B**

AM - MMTC students leave school at 8:05 A.M. by bus.

PM - MMTC: 11:20 - 01:45 P.M. Students **eat LUNCH A**

PM - MMTC students leave school at 11:05 A.M. by bus.

Early Release - out at 11:00 AM - *This is subject to change.

 07:15 AM
 Arrival time by Bus

 07:30 AM
 Warning Bell

 07:35 - 08:41 AM
 Block 1

 08:46 - 09:14 AM
 Advisory

 09:19 - 10:20 AM
 Block 2

10:20 - 10:35 AM Block 3 - (For attendance and set the next day's class before dismissal).

10:35 - 11:00 AM LUNCH - (walkers and those who drive can leave at this time.) **AM-MMTC ONLY.** They will arrive back to school to grab lunch before early dismissal.

11:00 AM - Bus Departure

One Hour Delay - *No Advisory Block

08:15 AM Arrival time by Bus 08:30 AM Warning Bell

08:35 - 09:14 AM Block 1 *(In place of Advisory)

09:19 - 10:20 AM Block 2 (Back into regular class schedule)

BLOCK 3 & LUNCHES

BLK 3A **10:20 - 10:42 AM LUNCH A** / 10:47 - 11:48 AM CLASS

BLK 3B 10:25 - 10:50 AM CLASS / **10:50 - 11:12 AM LUNCH B** / 11:15 - 11:48 AM CLASS

BLK 3C 10:25 - 11:26 AM CLASS / 11:26 - 11:48 AM LUNCH C

BLOCK 4 11:53 - 12:54 PM BLOCK 5 12:59 - 2:00 PM

Two-Hour Delay - *No Block 1 Class or Advisory Block

09:15 AM Arrival time by bus

09:30 AM Warning Bell. * (Students will report straight to Block 2 - No BLK 1 or Advisory)

09:35 - 10:20 AM Block 2

BLOCK 3 & LUNCHES

BLK 3A **10:20 - 10:42 AM LUNCH A** / 10:47 - 11:48 AM CLASS

BLK 3B 10:25 - 10:50 AM CLASS / **10:50 - 11:12 AM LUNCH B** / 11:15 - 11:48 AM CLASS

BLK 3C 10:25 - 11:26 AM CLASS / **11:26 - 11:48 AM LUNCH C**

BLOCK 4 11:53 - 12:54 PM BLOCK 5 12:59 - 2:00 PM

AFTER SCHOOL ACTIVITIES

Students who must remain after school for an activity will go directly to the assigned area. Sports teams will enter and leave through the locker room doors. Team members are not to reenter the building after a practice session. Students are not to be in the school building after school hours unless supervised by a teacher or coach.

DHHS REPORTING

The law requires school personnel to contact DHS if there is suspicion of abuse or neglect. DHS officials may come into the school to investigate without parental notification under certain conditions.

HEALTH / SCHOOL NURSE

Deanna Turlo, RN

A school nurse is available on a daily basis. All accidents, illnesses, or injuries must be reported immediately to the teacher, supervisor, or coach in charge of the class or activity so that proper medical attention and documentation can be provided. Parents will be notified of all accidents and student injuries.

INSURANCE REQUIREMENTS

School insurance is available for purchase by each student at the beginning of the school year. Students who participate in interscholastic athletics must have school insurance or proof of private insurance.

STUDENT MEDICATIONS

The Board has adopted a comprehensive policy concerning the administration of medications at school (see Board Policy JLCD). Parents may request that medications be administered at school in accordance with the established procedure. **Students may not carry or self-administer medications except as permitted by Board policy.** Questions should be directed to the School Nurse at 453-4200 ext. 2263. Eighteen-year-old students will be able to receive over the counter medication without parental permission.

STUDENT HEALTH CENTER

Katie Gillihan, Family Nurse Practitioner - 207-861-9666

The Lawrence High School Student Health Center is a partnership with HealthReach Community Health Centers. The Health Center will offer primary care services including checkups, sports physicals, diagnosis and treatment of minor illnesses and management of chronic conditions and immunizations.

ACADEMIC INFORMATION

Guidance Office

The Guidance Offices are next to the Main Office. The School Counselors are Mrs. Hammond, Mr. Bailey, and another, yet named. Mrs. Giguere is our School Social Worker. Guidance counseling is a helping process, the aim of which is not to change the person but to enable the student to utilize their sources necessary for coping with life. The Guidance Department offers on-going support and information to students and their parents throughout the four years of high school. Counselors are available for personal

and academic counseling and to serve as reference agents to community agencies and resources. Upon entering and until graduation, students are encouraged to take initiative in seeking the assistance of a counselor. Parents are encouraged to participate in all aspects of the Guidance Program as well.

Guidance Counselor's Caseloads

Mrs. Alice Hammond Last Names A-F
Mr. Joseph Bailey Last Names G-Mi
TBD Last Names Mo-Z

Mrs. Kristin Giguere School Social Worker, LCSW

School Social Worker - Kristin Giguere - LCSW

The School Social Worker is available to all students to provide social and emotional support. Ms. Giguere helps with family needs and connects students to area programs and resources. The social worker meets with individual students and groups of students with common concerns. Some of the specific concerns could include stress management, anger management, getting along with classmates, and making better decisions in relationships.

Add/Drop Procedures

Any scheduling changes, students should meet with their counselor to discuss and change. The add/drop period begins on the 2nd student day and ends on the 5th student day (the first week of the quarter) for quarter courses and then on the 7th student day for semester courses. If there are extenuating circumstances, students will be allowed to add/drop classes after this time period with administrative approval. Students who drop a course due to extenuating circumstances after the first progress report will have the course noted on their transcript. A Withdrawal Pass/Fail (WP/WF) will be registered if the withdrawal occurs after the Add Drop period.

Teacher Availability for After-School Help

Teachers are expected to be available to parents and students for thirty minutes beyond the school day. Teachers' hours are posted in a prominent place, usually leading into their classroom, as well as in the classroom. Teachers encourage students to schedule appointments to receive after school help. When requested, teachers will make reasonable attempts to meet with students or parents outside of posted hours.

Cheating

Learning is a personal responsibility for each and every student. The giving or receiving of information during an exam or an assignment is considered cheating. If caught cheating, a student may receive a zero or be asked to redo the assignment or exam and the parent will be notified. Any student enrolled in an AP or Dual Enrollment Credit course who cheats or plagiarizes will be subject to the consequences outlined by that program. The student may also receive additional disciplinary consequences.

Copyright Compliance

Students are to comply with the federal copyright law and the guidelines concerning reproduction of copyrighted works by educators. Teachers and library specialists will inform students about the legal and ethical issues raised by copyright infringement and illegal use of copyrighted materials. When considering copying materials, students are to seek guidance from teachers on the legality of copying materials from print, internet, software, videos, television recordings, and music.

Course Failures and Credit Recovery

Students who fail a course should meet with a guidance counselor to discuss options for earning credit for the course. Options may include credit recovery* extended day or summer school credit recovery enrollment, adult education, or repeating a course.

*Credit recovery is an option where a student is assigned to a classroom to work on specific standards/tasks, when teacher availability allows. When the work is satisfactorily completed, the student will be reassigned to a study hall for the remainder of the quarter. Credit Recovery does not qualify as one of the four classes required for co-curricular eligibility. Credit recovery usually happens during extended day programming in the spring and during summer school credit recovery offerings.

Exemptions from Instruction

The curriculum of LHS is designed to include statutory requirements and other areas of study deemed appropriate by the professional staff and the Board of Education. The curriculum provides topics and materials that are age and ability appropriate. The Board recognizes, however, that there could be topics in the curricula which may be objectionable to individual students and/or parent(s)/guardians based on their particular, sincerely held religious, moral, or philosophical beliefs. Exemptions from instruction which infringes on such beliefs may be requested by the parent(s)/ legal guardian. Requests for exemption from instruction must be made in writing to the building Principal and are subject to approval of the Principal.

Graduation Requirements - Board Policy IKF

All pupils must meet the following requirements: 30 Carnegie Units (beginning with Class of 2025)

English 4 units

Social Studies 4 units: 2 shall be U.S. History and ½ Personal Finance (Class of 2025)

Fine Arts 1 ½ units
Math 4 units
Health ½ unit

Science 4 units including at least 1 laboratory study. (Class of 2025)

Physical Ed. 1 unit

Electives 11 units (Class of 2025)

All students must enroll in at least four courses each (to be considered a full-time student)

Honor Roll Information

The honor roll is for students who maintain a high numerical quarter grade in their subjects.

To achieve **High Honors** a student must have a 92% average with no grade below 90. To achieve **Honors** a student must have an 84% average with no grade below 80.

Each quarter that a student achieves honor roll status it counts towards wearing silver and gold cords at graduation.

Silver Cord - A student who achieves honor roll status at least 12 times during high school will receive a silver cord to wear at graduation.

Gold Cord - A student who achieves honor roll status all quarters 16 times during high school will receive a gold cord to wear at graduation.

*All incentives and privileges apply to students enrolled in and successfully completing a minimum of 4 academic courses each quarter. You must be enrolled in four credits to be considered a full-time student.

Job Shadow/College Visits

In order to gain first-hand insight into the demands placed on employees in the job market today, students are encouraged to job shadow. In fact, several of the courses we offer integrate this procedure into the course requirements. Whether a student job shadows through such a course or through the guidance department, a form must be completed and returned to the main office at least two school days prior to the date of the job shadow. Copies of this form can be obtained from the guidance office. Job shadows will be considered excused absences from school.

Military and Institutions of Higher Learning Request for Information

The federal legislation <u>Every Student Succeeds Act</u> mandates that every public school provides directory information on students (name, address, telephone number) to any branch of the military and institution of higher learning that requests such information, for recruiting and educational purposes and we are often contacted for this information. It also states that <u>Parents can contact the high school to request that such directory information is not given out</u>.

Progress Reports

All students will receive progress reports halfway through each ranking period. These will be given to the students to bring home and are available online on Infinite Campus for parents to see.

Parent Teacher Conferences

Conferences are scheduled for *October 4-5*, *2023*, and *March 13-14*, *2024*. Registration information will be sent home in advance of the scheduled conference dates. Parents may request a conference with a teacher at any time during the year by calling the teacher.

Parental Inspection of Materials

Parents have the right, upon request, to inspect instructional materials. If interested, please contact the Guidance Office or building principal.

Plagiarism Procedures

Lawrence High School is committed to instruction that guides students in using their own words in written communication. The teachers use different methodologies to educate students in the following skills: paraphrasing, summarizing, making commentaries, and using direct quotation. Direct instruction is applied in the classroom setting to establish skills so that students can approach researched writings without presenting someone else's thoughts as their own. These teachings are applied in order to avoid the act of plagiarism. There is a procedural form that governs plagiarism which must be signed by all students and their parents; the policy is distributed by the English department.

Rank Cards

Rank cards are passed out at the end of each of the four nine-week terms. Rank cards are useful to the students, parents, and the teachers as a guide to the progress of the individual. Rank cards will have a numerical grade adjacent to the subjects the student is taking. The code for this system is as follows:

A 100 – 92 **C** 83 – 77 **F** Failure - Below 70; No Credit **B** 91 – 84 **D** 76 – 70

Special Education Referral and Section 504 Process

Anyone concerned about a student that may require a referral for Special Services or accommodations under Section 504 of the American with Disabilities Act may contact LHS administration, guidance personnel or any member of the special education department.

STUDY HALLS

Students who choose to include a study hall within their schedule will be expected to adhere to the following guidelines:

- 1. This is a quiet room so students may study and complete schoolwork. It is considered academic time, so the use of cellphones is not permitted.
- 2. Electronic devices will be used only by the student for academic purposes.
- 3. Students may sign out to go to the library to read or do research.

Transfer of Records

As required by Maine law, MSAD#49 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records. When a student wishes to transfer from Lawrence High School to any other school, the parent or guardian is required to consult with administration before the transfer request will be considered.

ATTENDANCE POLICY (See Policy IED)

PARTICIPATION AND ATTENDANCE AT SCHOOL EVENTS REGARDING ABSENCES/SUSPENSIONS

A student absent/suspended on the day of a school event, such as an athletic event or a dance, is not eligible to attend/participate. Students whose suspensions run through a weekend would not be eligible to participate over the weekend. Extenuating circumstances may be appealed to administration.

Truancy, Grades 7-12

Parents are responsible for sending their children to school. If a child is truant from school a DHHS referral is mandatory as well as notification of law officials. Parents can be fined by the courts and may be charged with abuse or neglect. Parents can be considered to be putting their child in jeopardy for failure to get their child to school. Oftentimes unexcused absences can be cleared up with a call to the Attendance Secretary when your child is sick.

A student is considered a habitual truant in Grades 7-12 if he/she attains 7 consecutive days of unexcused absences or 10 full days of unexcused absences throughout the entire school year. Students and their parents are subject to the procedure described in Board Policy JHB – Truancy. The Principal will try to work with families to overcome obstacles getting the student to school. It's a team effort and we want your child in school to work towards attaining that diploma to better set them up for success.

Tardiness to School

A student who is tardy to school must report to the Main Office before going to class. A student must physically be in Block 1 by 7:35 AM or he/she is tardy to school. The student must have their parent or guardian call before the student reports to school or inform the school through a note that the student brings with them to school or an email. Students are expected to be on time to all classes and assigned activities; this means that students are required to be in their classes when the bell rings. It is the intent of the school to keep parents and guardians informed of all events and to work with the students to develop good attendance habits.

Beginning with the 4th school tardy, the student may be assigned one detention and beginning with the seventh school tardy, two detentions may be assigned. On the tenth unexcused tardy, a meeting with parents may be required. Each subsequent tardy could result in additional consequences.

Tardiness to Class

Tardy is defined as being late to class after the bell rings, within the time period of 0-15 minutes after class has started, except when required or approved to be late by an administrator or faculty member. Attendance will be taken at the beginning of each block. If a student is late to a class, he/she must have an excuse note from the teacher of his/her last class in order to enter the next class without being considered tardy. A student who misses more than 15 minutes of a class will be marked absent. Teachers may assign a teacher detention for excessive tardiness to class. Administrators can also assign detentions for tardiness to class.

Homework Procedures

The individual student is responsible for obtaining and completing; in a timely manner that is arranged between the student and the teacher, immediately upon return, all homework assignments when absent. It is the student's responsibility upon his/her return to meet with the teacher concerning this make up.

Absences of 2 consecutive days or longer: Homework can be accessed on Google Classroom. Students have access to their work and can email their teacher with any questions.

<u>Planned Absences: Planned Absence Forms</u> are located in the Attendance Office and should be filled out and passed in at least one week prior to the actual dates of the absence. Work should be made up in time for the teacher to submit quarter grades according to the school schedule. When an incomplete is warranted, it must be approved by administration in advance of the close of the quarter. Incomplete grades are to be replaced with grades within ten (10) school days.

School Day

The High School day begins at 7:35 a.m. and ends at 2:00 p.m. The school building is open at 7:00 a.m. and closes at 4:00 p.m. Students are dismissed at 2:00 p.m. Students serving detention will report to the Office, by 2:10 p.m.

Students are expected to be in school for the full day unless excused for a health reason, a doctor's appointments, a court appointment, scheduled educational conferences or an emergency family situation. If a student is ill, the nurse will give approval for the student to go home. In all cases for early dismissal, the parent is required to contact the school prior to the dismissal. For permitted early dismissals, students will sign out in the Main Office when they leave and sign in upon their return.

Student drop-off in the morning should avoid the bus drop-off area in the front of the high school entrance. Students who are dropped off or picked-up after the school day has started and before the school day ends may use the main entrance point to the high school. Otherwise, please use the back parking lot to avoid the congestion caused by the buses during drop-off (7:15 AM) in the morning and dismissal in the afternoon (1:50 - 2:00 PM).

BOMB THREATS - Policy EBCC

Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. No person shall make or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Any student or employee who learns of a bomb

threat must immediately report this information to the building principal or other employee in a position of authority.

Making a bomb threat is a crime under Maine law. Any student or other person making a bomb threat shall be reported to law enforcement for investigation and possible prosecution. The administration may suspend and/or recommend for expulsion any student who makes a bomb threat or engages in other conduct prohibited under Board Policy JICIA.

CAFETERIA / LUNCH PERIOD

Students are scheduled for one of three lunch periods daily. Lawrence does not have an open campus lunch, so students are expected to eat lunch at school. Students may purchase a school lunch, bring a lunch, or participate in the Ala-Carte program. The Ala-Carte program will provide for a selection of foods that may be bought at the lunch counter during lunch period. All students are expected to conduct themselves in an appropriate manner while eating lunch. Neither food nor beverages are allowed out of the cafeteria or lunch spots. All students are expected to eat during their scheduled lunch. When students have finished eating, all refuse; papers, etc. must be cleared from the table and disposed of properly. The school lunch program will be free again for students during this school year, 2023-24.

Cell Phones and Other Electronic Devices To Preserve the Academic Climate of the School

- Students are prohibited from using cell phones and other electronic devices during classes and school activities all such devices must be turned off or in silent mode.
- The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific educational purpose.
- Cell phones must be kept on silent or vibrate mode to avoid disrupting others during non-educational times.
- Electronic devices may be used on field trips and during extracurricular activities only if authorized by the staff member in charge.
- The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms, and classrooms. In other locations, students are required to obtain permission before taking a photograph or video of any individual.
- Student cellular telephones and other electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policies/procedures and/or school rules. A building administrator may maintain possession of an electronic device as long as it is reasonably necessary for evidentiary purposes.
- Students violating these rules will be subject to discipline. (Policy JFCK-R)
- Evidence of illegal activities involving electronic devices will be referred to appropriate law enforcement authorities and a building administrator may give a device to law enforcement authorities upon request.
- Students violating any portion of this policy may be required to bring their device(s) to administration.
- Teachers have every right to confiscate a student's cell phone for the remainder of the period, if a student has it out and is not compliant with the teacher's request to put the phone away. If a student refuses to give up their cell phone, Administration will be called, and the student will lose their cell phone for the day and a parent may be called to come in and pick it up.

Code of Student Conduct

So that Lawrence High School can maintain the best learning environment possible, the administration and faculty have the following expectations of students:

- 1. Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behavior demonstrates respect for the personal and property rights of other students, faculty, and staff.
- 2. Arrival at school and to class on time.
- 3. Daily school and class attendance.
- 4. Appropriate use and care of school property, buildings, and facilities.
- 5. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
- 6. Adherence to acceptable standards of courtesy, decency, and morality, and compliance with provisions of civil law.

Code of Conduct Offenses and Consequences Table

Offense		Consequence
Skipping Class	1st Offense	An Office Detention will be assigned.
	Additional Offenses	Additional offenses may result in multiple detentions or external suspension
Skipped Detention	1 st Offense	Failure to report to an assigned detention will result in another assigned detention in addition to the one skipped. If infractions continue, external school suspensions can be assigned.
	2 nd Offense	Failure to serve after given a second opportunity can result in an external school suspension.
Damage to Property		May result in external school suspensions (1 to 10 days) and restitution to the owner and restorative meeting.
Inappropriate Language	1 st Offense	Detention or external school suspension (pending situation and reoccurrence)
		External school suspension if directed at a staff member (1 to 10 days) and/or restorative meeting.
	Subsequent Offenses	Detentions or external school suspensions.
Leaving School Property	1 st and subsequent offenses	Will result in an Office Detention and/or external suspension from school.
Tardy to school	After 3 rd time	Office detentions may be assigned.

Insubordination		Restorative meeting and/or assigned detention/suspension
Theft		Up to 10 days Out of School Suspension Referral to School Resource Officer Restitution is Mandatory
Tobacco Products (Use or Possession)		Confiscation of tobacco products and 1 day of External Suspension. Discipline is progressive for subsequent offenses.
Drugs/Alcohol (Use or Possession) *	1 st Offense	Confiscation of substance and paraphernalia. Notification to SRO. Minimum 5-day External Suspension. Mandatory referral to a substance abuse counselor at parent's expense.
	Subsequent Offenses	Confiscation of substance and paraphernalia. Notification to SRO. Minimum 5 days up to 10 days of External School Suspension and Appearance before the Superintendent of Schools to discuss the student's educational future and possible expulsion. *This includes over the counter prescription medications
		that are not authorized.
Transfer/Sale of drugs/alcohol		Minimum 5 days Out of School Suspension; up to 10 days and Appearance before the Superintendent of Schools; mandatory referral to a substance abuse counselor at parent's expense.
Vape Pens/Electronic Cigarettes		Treated under tobacco unless evidence dictates otherwise. If suspected drug use, it will be treated as such.

DISCIPLINE, DETENTION AND SUSPENSION

The Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats, bullying and other disruptive behavior. Students and staff, alike, are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. Please see Board Policy JICIA — Weapons, Violence, Bullying and School Safety.

Detentions:

Teacher detentions are given with a 24-hour notice and are a result of an infraction having to do with the class and a particular teacher. If a student doesn't serve the assigned Teacher Detention, Administration will assign an Office Detention, which will usually be longer than the original assigned detention.

Office Detention is held daily from 2:10 - 2:40 p.m. or from 2:10 - 3:10 p.m., as assigned, except as rescheduled by administration. Students assigned an Office detention are to report to the Office promptly by 2:10 p.m. Students may be assigned a different room to serve the detention. If detention is assigned, the detention takes precedence over co- and extracurricular activities. If a student fails to make up this time, they will be assigned another detention to serve on top of the one missed. If a student continues to not serve their assigned detention, they can be externally suspended.

External School Suspension:

In most circumstances prior to suspension from school, students will be afforded due process by a meeting with a building administrator(s). A day of suspension is one school calendar day. A student who has been externally suspended is not eligible to participate in co- and extracurricular activities during their suspension. A suspended student reverts to a student in good standing only when their suspension is completed. For example, a student suspended for two days on a Friday (meaning Friday and Monday) will not be eligible for any school activity until the following Tuesday. The following list contains examples of what constitutes reasons for an External Suspension:

Fighting
Harassment
Insubordination
Bomb Threats
Drugs and Alcohol Possession/Consumption
Excessive yulgarity

With all disciplinary action, administrators reserve the right to modify penalties for infractions. Whenever feasible, a restorative approach to curbing behaviors will be used in conjunction with prescribed policy.

Due Process:

Every student has the right to Due Process regarding disciplinary procedures. Due process is the right to be notified of what you are being accused of and to hear your side of the story before disciplinary action is taken.

COMPUTER/INTERNET USE (Policy IJNDB)

The Board has adopted a comprehensive policy and rules concerning the use of school computers and the Internet. Students are required to follow the policy and rules at all times and have no expectation of privacy in their use of school computers. The policy and rules are provided to students and discussed in class each year. Each student must sign a copy of the policy. See Board Policy IJNDB-R.

Students who refuse to comply with a search will be disciplined according to the infraction of which they are suspected.

The school administration may employ the use of law enforcement canine units to conduct searches of the building and parking lot.

DRESS (Policy JIC)

The school board policy regarding dress is:

Personal grooming and dress matters of concern between students and parents, M.S.A.D. # 49 School Directors encourage students and parents to use sound judgment in dress and grooming.

Students will wear footwear *at all times*. All clothing, pins, and jewelry will be appropriate in nature and shall not contain vulgar or obscene language, imply inappropriate sexual connotations or glorify the use of drugs or alcohol. Hats or other head covering, unless required by a physical ailment or required by Federal or State regulations, shall not be worn in school buildings during the regular school day. *(This has been modified to No Hats worn in the WPAC and Teachers can ask for hats/hoods to be removed upon entering their classroom. Hats or hoods that obscure a person's face are not permitted).* Building administrators shall determine what is or is not appropriate under this dress code and shall take action against students violating this dress code as they deem appropriate." Administrators will develop procedures and sanctions for dealing with students who violate the dress code. Parents are asked to support the school along these guidelines. Refusal to comply with the dress code will result in a progressive discipline process ranging from a warning to possible suspension.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of Lawrence High School to provide a safe, healthy and non-discriminatory environment for maximum academic and social development, the following restrictions will be enforced:

- A. Articles which promote the use of tobacco, alcohol, or other drugs may not be worn on school grounds when school is in session or at school functions.
- B. Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing that are inappropriately revealing, contain sexual messages or displays, are vulgar, lewd, or indecent, or include insulting words (e.g., racial/ethnic slurs) are not permitted. Students are permitted to wear shorts and skirts of MODERATE length (mid-thigh); tops need to have two substantial straps over the shoulder.
- D. Clothing and accessories that are either dangerous or destructive of school property, self or others (e.g., spiked collars and wristbands, cleats, or chains) is not permitted.

School administrators or teachers may require special clothing for health or safety reasons for students participating in physical education, certain extracurricular activities, working with or around machines or other activities. However, no particular brand may be required.

EMERGENCY CODES

Code Blue is a medical emergency where school will run as scheduled. Students need to cooperate with instructions given.

During a school lock down, students are expected to remain in their assigned classroom, be quiet, and follow teacher instructions.

During a school evacuation, students are expected to leave the school grounds as directed by administration and faculty to a designated off-campus site in a quiet and orderly fashion.

FIRE DRILLS

There will be practice fire drills during the school year. Exit signs will be posted in all classrooms, designating which door to use. When an alarm rings, it is the duty of every student to follow, without question, the directions given by the teacher in charge of the room. Students who may be in the lavatories or other areas of the building should use the nearest exit to leave the building and report to the nearest teacher.

FIGHTING

Fighting, slapping, kicking, and punching are all forms of assault and are strictly prohibited on school grounds. As it takes two people to fight, both parties will face disciplinary action including suspension of a

minimum of 5 days up to expulsion from school, unless one person is clearly a victim who did nothing to provoke the fight. Fights which occur off school grounds but are a direct result of an issue that occurred on school grounds will result in administrative disciplinary action.

Homeless Students

Children in families who are homeless (living in a shelter, motel, vehicle, on the street, or doubled up with friends or relatives because they cannot afford housing) are eligible to enroll in school. If you believe you or your child is homeless, please inform the school or contact the District Homeless Liaison, Sean Boynton, at (207) 453-4200 ext. 3403.

INAPPROPRIATE LANGUAGE

Profane and vulgar language will not be allowed at Lawrence High School. Students who use inappropriate language will be subject to school discipline. If vulgar language is directed at a faculty or staff member, the student may be suspended from school in addition to any restorative meeting that takes place. The use of racial and ethnic slurs, as well as derogatory slurs and comments directed toward a protected class are also subject to referral to the Title IX and Affirmative Action Officer of the district and will result in further discipline pursuant to school policy.

LOST AND FOUND

Students who have lost books or other materials may check the lost and found box in the Main Office. Any student who finds books, clothing, or personal items belonging to another student are asked to turn them in at the office. Any unclaimed items will be donated to a worthy cause.

Media Access to Students

All requests from media personnel to communicate with students will be directed to the Principal or Superintendent. Parents will be contacted for permission if their child is going to be interviewed and/or photographed by media personnel during the school day. Parents should be aware that students' participating in public co-curricular activities and athletics may be approached by media requesting interviews pertaining to the activity after school hours.

Military and Institutions of Higher Learning Request for Information

The federal legislation <u>Every Student Succeeds Act</u> mandates that every public school provides directory information on students (name, address, telephone number) to any branch of the military and institution of higher learning that requests such information, for recruiting and educational purposes and we are often contacted for this information. It also states that <u>Parents can contact the high school to request that such directory information is not given out</u>.

OPEN CAMPUS Privileges

Lawrence High Seniors and Juniors are permitted to arrive late or leave school early provided it is a study hall and they have a grade of 84 or higher in each class (a reminder 4 courses are the minimum course load per quarter) and with their parent's consent. There are <u>forms</u> available in the Main Office which must be filled out on a quarterly basis for this privilege. If it becomes necessary for a student to remain at school, they must first obtain a pass from the Office and then report to either the cafeteria or library. Students who fail to comply with these or any other school rules will have their "open campus" privilege revoked and be assigned to study halls.

NOTICE OF NONDISCRIMINATION

MSAD#49 is committed to the concept and implementation of equal educational opportunities, as required by federal and state laws, for all students, regardless of race, color, sex, sexual orientation, religion, ancestry or national origin or disability. Students or parents should direct any question(s) to MSAD #49's designated ADA/Affirmative Action Compliance Officer.

SUPPORTING TRANSGENDER OR GENDER EXPANSIVE STUDENTS

Lawrence High School strives to foster a learning environment that is safe, affirming, and free from discrimination, harassment and bullying for all students.

Lawrence High School shall accept a student's assertion of their gender identity when there is consistent assertion of gender identity or any other evidence that the student's gender identity is sincerely held as a part of their core identity.

Students shall be permitted to use restrooms, locker rooms and changing facilities corresponding to the gender identity which the student asserts at school after meeting with Administration to inform them of the student's intent.

As with all students, if a transgender or gender expansive student needs additional support, the student and/or the parent or guardian may contact school administration in order to address those needs of the student.

For athletics: Interscholastic athletic activities will be addressed through the Maine Principals' Association Transgender Participation Policy. Staff will support students navigating the eligibility process to try to ensure a respectful and supportive process for the students.

Cross Reference: ACAA - Harassment and Sexual Harassment of Students

ACAA-R - Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures

Maine Principals' Association. (2013). Transgender student athlete participation. (Maine Principals' Association Handbook).

HARASSMENT AND SEXUAL HARASSMENT

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. Harassment includes but is not limited to verbal abuse based on these characteristics. Harassment that rises to the level of physical assault, battery and/or abuse and bullying behavior are also addressed in Board policy JICIA.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School Employees, fellow students, volunteers and visitors to the school are required to refrain from such conduct and are subject to disciplinary action for violations of the Board's policy. Please see Board policy ACAA.

Examples of prohibited harassment:

Unwelcome sexual advances, gestures, comments, or contact; threats.

Vulgar language or offensive jokes; ridicule, slurs, derogatory action or remarks.

Students who believe that they are victims of harassment should follow the grievance procedure below:

Reporting Harassment or Discrimination: The Board has adopted a Student Discrimination and Harassment Complaint Procedure (ACAA-R). Students who feel they have been discriminated against or harassed on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, or

disability should report it to building Administration and/or to MSAD #49's designated ADA/Affirmative Action Compliance Officer.

HAZING (Policy ACAD)

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

Parent Involvement

Parents/guardians are encouraged to attend school activities and programs and to volunteer in the schools. Notice of school events and volunteer opportunities are provided in a variety of ways throughout the school year. If you have specific questions, please contact the Principal's Office or one of your child's teachers.

PASSES

During class time, students must seek permission from their teacher to leave a class to use the bathroom or get a drink or go to the office or Guidance Office. Students who abuse the Pass system will be assigned detention and will have this privilege revoked and be placed on the "No Pass List" for a period of days.

PHOTOGRAPHS AND INFORMATION ON INTERNET

Names and photographs of students may be used in school publications. Parents may opt their student out of school use of photographs on the Internet within the parent portal login of Infinite Campus.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection including kissing, personal contact etc. are inappropriate. Please show respect for yourself and others by refraining from this type of behavior. Repeat occurrences after being spoken to by staff can and will result in disciplinary action taken by Administration.

QUESTIONING AND SEARCHES OF STUDENTS

Use of lockers, desks and other school storage facilities, including school parking lots are privileges granted to students 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 facilities or with school issued laptops. School officials have the authority to inspect and search storage facilities and laptops' contents on a random basis, with or without reasonable suspicion, and without notice and consent.

Searches that disclose evidence that a student has violated board policies or school rules will be addressed. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

As with all disciplinary measures taken with a student, parents will be notified of the reasoning for questioning your student and reasons behind a search. This is strictly an administrative function as it pertains to school.

RESTRAINT AND SECLUSION - Policy IKAA

School officials can use physical restraint only when there is risk of physical injury or harm to that student or to others, and only if less restrictive interventions are deemed appropriate. School officials can use seclusion only when there is a risk of physical injury or harm to that student or to others. Parents may

access the School Board's policy on restraint and seclusion by contacting the Superintendent's Office or the school Principal. The policy reviews the parent/guardian complaint process.

Security Surveillance

Be aware for safety and security reasons cameras are in use in public areas throughout the school. All visitors are to report to the main office for proper identification tags.

SCHOOL AND THE LAW

Any unlawful act taking place on school grounds, at school sanctioned activities, on school buses, or at any time or place which may directly interfere with the operations, discipline, or general welfare of the school not only makes the student subject to penalties which the courts may prescribe but may also result in suspension or expulsion from school.

SCHOOL RESOURCE OFFICER (SRO)

Jeremy Day, SRO - (207) 453-4200 ext. 2365

Lawrence High School is serviced by a School Resource Officer. The SRO patrols both the junior and senior high schools and assists administration in any criminal matters that happen on campus. The SRO is available to the student body, parents and staff, and fosters a healthy relationship between them and the police department. The SRO's office is located adjacent to the Williamson Performing Arts Center.

SCHOOL CAMPUS, BUILDING AND PROPERTY

The Lawrence High campus includes the area adjacent to L.H.S., including lawns, parking area at the rear of the building and adjacent to Keyes Field and School Street. Also included is the Annex and designated rooms in Lawrence Junior High School.

SCHOOL LOCKERS

The school reserves the right to inspect these lockers at any time for health and safety reasons and to make sure lockers are used for school purposes. Students will be issued 1 key, a combination, or master lock, for access to their lockers. A minimal deposit of \$5.00 will be assessed to students for the use of the locker. This fee will be reimbursed upon return of the key or master lock, at the end of the school year. Students must use school locks only. Lockers are school property. School officials may search lockers at any time, even if a locker has been secured with a lock, and the results of such searches are admissible as evidence in court.

TELEPHONES/MESSAGES/DELIVERIES

Students are not permitted to receive incoming phone calls through the High School Office except in cases of extreme emergencies. Neither are they allowed to make use of office phones. There is a student phone in the Attendance Office available for students who need to make phone calls during the day or after school with permission. Students are to dial 911 **only** in the case of an emergency. If a student falsifies an emergency by dialing 911, he/she will be subject to school/legal consequences. The school will do its best to deliver school related messages and materials to students at the end of the school day. Non-school related deliveries are not a priority and will not be the school's responsibility.

VALUABLES

Students are advised not to bring articles of extreme value or large sums of money to school without prior arrangements for securing them.

VEHICLES

While driving their vehicles on school grounds, students are expected to follow all State of Maine motor vehicle regulations and to operate their vehicles in a safe manner. **Students are permitted to park only in the student parking lot at the rear of the building.** Students are not to be in their vehicles at any time during the school day. For their own safety, students are encouraged to lock their vehicles at all times. Students who fail to observe any of the rules pertaining to motor vehicles on L.H.S. grounds will have their privilege to operate a motor vehicle on school grounds revoked and could have **their vehicle towed away at their own expense.** Any student who sees or is involved in a car accident on school grounds should report it to the office and SRO and file an accident report. If it is after school hours, contact the local police.

VIOLATION OF STUDENT DRIVING PRIVILEGES

Students who violate state motor vehicle and school driving regulations will be subject to school discipline and possible legal action. Students who park in unauthorized areas will be told to move the vehicle and further consequences could result, according to the severity.

PARKING LOTS

Students are allowed to be in the back parking lot within the designated painted lines before and after school. Students are not allowed to park in either of the upper parking lots as these are reserved for district business and personnel parking. Students are not allowed to go to their vehicles during the school day without administrative approval.

PARKING VIOLATIONS

First Offense – Warning and/or suspension of vehicle privileges (length depending upon severity of the violation)

Second Offense – Detention and possible denial of driving privileges for up to 30 school days or more.

Third Offense – Detentions or external school suspension may be assigned as will loss of driving privileges for up to 30 school days or more.

Fourth Offense – Out of School Suspension for 3 to 10 days and denial of driving privileges for the remainder of the school year.

Depending on the severity of the offense, external school suspension may be assigned at the first and subsequent offenses.

SNOWMOBILES/ATVS

Snowmobiles and ATVS are not permitted on school grounds. Students who bring snowmobiles to school will be warned and if they continue to bring snowmobiles to school, the matter will be turned over to the police.

SCHOOL ASSEMBLIES

Assembly programs provide one opportunity in school to learn appropriate audience behavior. Students are reminded of a few basic assembly rules:

- 1. Students are a positive audience by being polite and courteous. Please do not whistle, boo, or stamp your feet. A good audience shows its appreciation by clapping at appropriate times in the program. Students are not to climb over seats.
- 2. Students are to bring themselves to order when a speaker approaches the microphone to begin the program.
- 3. Students stay seated until they have been dismissed.

- 4. Students' feet should remain on the floor during assembly programs.
- 5. Food and beverages are not permitted in the auditorium.
- 6. After dismissal, students will exit the auditorium in a quiet and orderly manner.
- 7. Students who are removed from an assembly will be subject to disciplinary action.

SCHOOL CANCELLATIONS

School cancellations and early release will be announced through a robo-call to all families who have opted in for the school messenger.

SCHOOL DANCE RULES

Lawrence High School has dances periodically throughout the year. High school organizations or classes with approval of the non-athletic co-curricular director sponsored dances. Each dance must be chaperoned by a minimum of six teachers and one administrator as well as a police officer must be hired by the organization.

Once a person leaves the building, he/she will not be permitted to re-enter unless special permission to leave and return has been granted by the head chaperone.

Anyone suspected of being under the influence of alcohol or drugs is not allowed to enter and will have their parents contacted, as well as the School Resource Officer (SRO) and could be subject to violations of statutory law as well as be subject to school rules and will receive disciplinary action pursuant to School Policy.

Dances will be open only to high school students attending Lawrence High School and their approved guests. No Jr. High students are allowed into any dances. Those wanting to bring a guest (under the age of 21 and of high school age) must have their *Dance Guest Form* turned in by the close of school on the Wednesday before the date of the dance. You are responsible for your approved guest. Guest forms are available in the Main Office a couple of weeks before each dance and must be turned into administration by the due dates. This will give the administrators an opportunity to do a check on potential guests and notify you if there is any problem with a sending school not approving their student. Any guest who does not get permission from the sending school administration will not be allowed to be on the guest list and therefore not have a ticket purchased for them or allowed entrance into the dance.

Regular dances are held from 7:00 to 10:00 p.m. with doors closing one hour after the start of the dance. Anyone needing a later entry will need to have written permission from a building administrator. The prom may have a later start and end time. Once a student enters the dance, they are not permitted to leave and reenter.

GRINDING AND OTHER INAPPROPRIATE DANCING IS NOT PERMITTED AT DANCES. Rubbing of pelvises together, dancing in a tightly packed cluster, dancing back to front, or dancing in a sexually suggestive manner will not be tolerated. Any person engaging in these behaviors will receive one warning and after that be immediately removed from the dance and will not receive a refund for the price paid for tickets.

Students attending dances, with the exception of the prom because of dress styles, will be held to the school dress code.

SMOKING AND TOBACCO USE (Policy ADC)

Smoking and use of tobacco products is prohibited at all times on M.S.A.D. No. 49 property. This includes vape devices.

STUDENT DRUG AND ALCOHOL USE (Policy IICH)

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of prohibited substances (including alcohol, scheduled drugs, controlled substances, performance-enhancing substances, prescription drugs not prescribed to the student, any substance which can affect or change a student's mental, physical or behavior pattern, paraphernalia, and look-alike drugs or substances). This policy is in effect before, during and after school hours, at school, in any school building, on any school premises, in any school owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities, off school property at any school sponsored or school approved activity or function (such as a field trip or athletic event) where students are under the jurisdiction of the school unit, or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools. Students who violate the policy are subject to discipline, up to and including suspension and expulsion from school.

SNOWBALLS

While a good snowball fight is fun to be a part of; because of the risk of serious injury, the throwing of snowballs on school grounds is prohibited. Students who throw snowballs are subject to disciplinary action up to and including suspension.

THEFT AND PROPERTY DAMAGE

Theft and property damage are unacceptable and will not be tolerated. Up to 10 days out of school suspension while restitution will be mandatory. The police may be notified.

VISITORS

All visitors must check into the Main Office upon arrival at school. majority of courses during the current grading period (4) and have promise of a job. Mrs. Rossignol handles work permits. A birth certificate must accompany the work permit application.

WORK PERMITS

Students under the age of 16 must obtain a work permit once they have secured a job. Applications for work permits are available in the high school main office. In order to apply for a work permit, the minor must be (1) enrolled in school, (2) not habitually truant or under suspension, (3) passing a majority of courses during the current grading period, and (4) have promise of a job. Mrs. Rossignol handles work permits. A birth certificate must accompany the work permit application.

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS RIGHTS

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of ten (10) cents per page.

Amendment of Records

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

Disclosure of Records

The School Department must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. Directory Information

More information is available as part of our annual summer mailing. An Opt-out option is available at that time for parents as well. This is part of our Annual Student Information Notices and Agreements form.

2. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

3. Other School Units

As required by Maine law, the School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

4. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education:

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

School Motto

"Per Fidem et Scientiam" Latin to English translation: Through Faith and Science



School Mascot

Bulldog

School Colors

Blue and Gray

School Song

Dear old Lawrence High, we love you,
The gray and the blue,
And all the folks at Lawrence,
To the gray and blue are true,
We will love our colors tender.
And ever will we do
What we can for dear old Lawrence
And the good old gray and blue.

School Spirit

You will hear these words often during your years at Lawrence. We never have too much of it. Remember, that school spirit is what you, the students, want to make it. School spirit is the willingness to do the jobs that consist of hard work offering no reward except for the general improvement of the school. Take a genuine interest in your school. Its past has been one of improvement and progress. You can help to make the present and the future a continuation of that fine record.

FIGHT SONG

FIGHT, FIGHT FOR DEAR LAWRENCE HIGH
WIN THE VICTORY.

WE'RE GONNA WIN THE DAY FOR THE BLUE AND THE GRAY
BEST IN THE LAND, WE KNOW YOU'LL ALL UNDERSTAND
SO ON, ON, ON, ON FIGHT TO THE END.
HONOR AND GLORY WE MUST WIN,
SO FIGHT, FIGHT, FIGHT FOR DEAR LAWRENCE HIGH
AND VICTORY!

LHS Athletic Teams

Fall Sports	Winter Sports	Spring Sports
Cross Country - Boys & Girls	Basketball - Boys & Girls	Baseball
Fall Cheering - Coed	Competition Cheer - Coed	Lacrosse - Boys & Girls
Field Hockey - Girls	Ice Hockey (Co-op Teams)	Outdoor Track - Boys & Girls
Football - Boys	Indoor Track - Boys & Girls	Softball
Golf - Coed		
Soccer - Boys & Girls		

LHS Clubs and Organizations

Concert Band / Concert Choir	History Club	Pep Band
Civil Rights Team	Jazz Band	PRIDE Club
Class of 2023	Jazz Combo	Show Choir
Class of 2024	Lawrence Theatre Company	Sources of Strength
Class of 2025	Lyre (Yearbook)	Spanish Club
Class of 2026	Math Team	Spectrum
Ecology Club - New 2022-23	National Honor Society (NHS)	Speech and Debate
French Club	Olympia Snowe Women Leadership Institute	Student Senate
Gender Sexuality Alliance (GSA)	Outing Club	Upward Bound

Index

EMERGENCY CODES, 17

Exemptions from Instruction, 9

External School Suspension, 16

2 F 21st Century Learning Expectations, 5 **FERPA** ANNUAL NOTICE OF STUDENT EDUCATION 5 RECORDS RIGHTS, 24 FIGHT SONG, 27 504 Process, 11 FIGHTING, 17 FIRE DRILLS, 17 Α G ACADEMIC INFORMATION, 7 Add/Drop Procedures, 8 Graduation Requirements - Board Policy IKF, 9 AFTER SCHOOL ACTIVITIES, 7 GRINDING AND OTHER INAPPROPRIATE Amendment of Records, 25 DANCING ANNUAL NOTICE OF STUDENT EDUCATION SCHOOL DANCE RULES, 23 RECORDS RIGHTS, 24 Guidance Counselor's Caseloads, 8 Athletic Teams, 27 Guidance Office, 7 ATTENDANCE POLICY (See Policy JED), 11 Н B HARASSMENT AND SEXUAL HARASSMENT, 19 BELL SCHEDULE for 2023-24, 6 HAZING (Policy ACAD), 20 BOMB THREATS, 12 HEALTH / SCHOOL NURSE, 7 Homeless Students, 18 Homework Procedures, 12 C Honor Roll Information, 9 CAFETERIA / LUNCH PERIOD, 13 Cell Phones and Other Electronic Devices, 13 I Cheating, 8 Clubs and Organizations, 27 INAPPROPRIATE LANGUAGE, 18 **Code Blue** Inspection of Records, 24 EMERGENCY CODES, 17 INSURANCE REQUIREMENTS, 7 Code of Conduct Offenses and Consequences Table, I Code of Student Conduct, 13 College Visits, 10 Job Shadow, 10 Complaints Regarding School Department Compliance with FERPA, 25 L Copyright Compliance, 8 Credit Recovery, 9 LOST AND FOUND, 18 D M Dance Guest Form Media Access to Students, 18 SCHOOL DANCE RULES, 23 Military and Institutions of Higher Learning DHHS REPORTING, 7 Request for Information, 10 DISCIPLINE, DETENTION AND SUSPENSION, 15 Disclosure of Records, 25 N DRESS (Policy IIC), 16 Due Process, 16 NOTICE OF NONDISCRIMINATION, 19 E

0

Office Detention, 16

OPEN CAMPUS Privileges, 18

P

Parent Involvement, 20 Parent Teacher Conferences, 10 Parental Inspection of Materials, 10 PARKING LOTS VEHICLES, 22 PARKING VIOLATIONS VEHICLES, 22 PARTICIPATION AND ATTENDANCE AT SCHOOL **EVENTS REGARDING** ABSENCES/SUSPENSIONS, 11 PASSES, 20 PHOTOGRAPHS AND INFORMATION ON INTERNET, 20 Plagiarism Procedures, 10 Planned Absences, 12 Progress Reports, 10 PUBLIC DISPLAYS OF AFFECTION, 20

Q

QUESTIONING AND SEARCHES OF STUDENTS, 20

R

Rank Cards, 10
Request for Information, 18
RESTRAINT AND SECLUSION - Policy JKAA, 20

S

SCHOOL ASSEMBLIES, 22 SCHOOL CAMPUS, BUILDING AND PROPERTY, 21 SCHOOL CANCELLATIONS, 23 School Colors, 26 SCHOOL DANCE RULES, 23 School Day, 12 SCHOOL LOCKERS, 21 School Mascot, 26 School Motto, 26 SCHOOL RESOURCE OFFICER (SRO), 21
School Social Worker, 8
School Song, 26
School Spirit, 27
Security Surveillance, 21
SMOKING AND TOBACCO USE (Policy ADC), 23
SNOWBALLS, 24
SNOWMOBILES/ATVS
VEHICLES, 22
Special Education Referral, 11
STUDENT DRUG AND ALCOHOL USE (Policy JICH), 24
STUDENT HEALTH CENTER, 7
STUDENT MEDICATIONS, 7
STUDY HALLS, 11

T

Tardiness to Class, 12
Tardiness to School, 11
Teacher Availability for After-School Help, 8
Teacher detentions, 16
TELEPHONES/MESSAGES/DELIVERIES, 21
THEFT AND PROPERTY DAMAGE, 24
Transfer of Records, 11
TRANSGENDER OR GENDER EXPANSIVE
STUDENTS, 19
Truancy, Grades 7-12, 11

V

VALUABLES, 21 VEHICLES, 22 VIOLATION OF STUDENT DRIVING PRIVILEGES VEHICLES, 22 VISITORS, 24

W

WORK PERMITS, 24