

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

Welcome to the 2017-2018 academic year; you are about to embark on an exciting adventure.

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:

- Listen to each other
- Be friendly and use good manners
- Accept differences
- Resolve conflict positively
- Speak up 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.

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**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.**

## MISSION STATEMENT

The administration, faculty and staff at Lawrence High School develop and implement curricula that require and assist students of all abilities to grow in a safe, respectful and nurturing environment. In order to offer students a meaningful high school experience, we work with students, parent and community members to create programs of intellectual, civic and social development that reflect individual needs, goals and interests. It is our role to guide and motivate students at Lawrence High School to participate in a conscious process of seeking appropriately rigorous courses and activities that engage students with opportunities to learn about and explore career, college and life readiness. In combination with challenging curricular and co-curricular programs, we also offer structures that support our student aspirations through a process of self-discovery, self-evaluation, increasing community involvement, and growing independence.

### Student Learning Expectations

#### Academic

The student will:

1. Express himself or herself effectively in both oral and written communication.
2. Demonstrate an ability to listen, read, and process information effectively.
3. Demonstrate research skills that enable informed decision-making and reasonable conclusions.
4. Apply critical, integrative, and creative thinking to be an effective problem solver.
5. Demonstrate a proficient use of technology.
6. Develop a personalized and viable post-secondary plan.

#### Social

1. Assume responsibility for his or her decisions, actions, personal belongings, and materials.
2. Be respectful of himself or herself as well as of others

#### Civic

1. Make positive contributions to the community through volunteerism and service to others.
2. Understand the importance of participating as a citizen in both school and society.

## 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.

### 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.

### Military and Institutions of Higher Learning Request for Information

The federal legislation Every Student Succeeds Act 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 **Parents can contact the high school to request that such directory information is not given out.** We will send this information out by September 15th. If you do not want this information sent to military recruiters, or institutions of higher learning complete and return the form provided by September 9th or within thirty (30) days of enrollment.

## 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.

## 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.

## LAWRENCE HIGH SCHOOL BELL SCHEDULE

Classrooms Open	7:03
BLOCK 1	7:20 - 8:42
(Pledge of Allegiance and Moment of Silence will occur at beginning of class)	
BLOCK 2	8:51 – 10:11
Bulldog Block	10:15 - 10:35
BLOCK 3	<b>(1st LUNCH)</b> 10:35 - 10:55
	<b>(CLASS)</b> 10:59 - 12:20
	<b>(2nd LUNCH)</b> 12:00 - 12:20
	<b>(CLASS)</b> 10:39 - 12:00
BLOCK 4	12:24 - 1:45

### **Instructional Vocational Hours:**

8:12 - 10:45      11:20 - 1:35

Mid-Maine Technical Center A.M. students dismissed at 8:02 from Block 1 to leave from the HS Cafe. Mid-Maine Technical Center A.M. students eat at 12:00 p.m.

Mid-Maine Technical Center P.M. students eat at 10:35 A.M.

Mid-Maine Technical Center P.M. students leave at 11:05 by HS Cafe.

## HEALTH / SCHOOL NURSE

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.

## **ACADEMIC INFORMATION**

### **Guidance Office**

The Guidance Offices are next to the Main Office. The Guidance counselors are Mr. Richards, Mrs. Ross and Ms. Pelletier. 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 Counselors Caseloads**

Mrs. Ross	Last Names A-F
Ms. Pelletier	Last Names G-Mi
Mr. Richards	Last Names Mo-Z

### **School Social Worker**

The School Social Worker is available to all students to provide support for social and personal issues. This person 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.

### **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.

### **Add/Drop Procedures**

Any scheduling changes should be made in the spring before the next school year begins. Students may meet with their counselor to discuss any concerns. The add/drop period begins on the 2<sup>nd</sup> student day and ends on the 5<sup>th</sup> student day for quarter courses and the on the 7<sup>th</sup> student day for semester courses. If there are extenuating circumstances, students will be allowed to add/drop classes after this time period. Students who drop a course due to extenuating circumstances after the first progress report will have the course noted on their transcript. A pass/fail will be registered if withdrawal occurs after the add drop period.

### **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.

### **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.

### **Progress Reports**

All students will receive progress reports half way through each ranking period. These reports will be hand carried to parents by the students denoting exceptional work as well as possible failure.

### **After School Help**

Teachers encourage students to schedule appointments to receive after school tutorial. Teachers are available on a daily basis from 1:45 to 2:15, and at other times as mutually agreed upon.

### **Parent Conferences**

Conferences are scheduled for October 3<sup>rd</sup>, 4<sup>th</sup> and March 8<sup>th</sup>, 9<sup>th</sup>. Registration information will be sent home advance of the scheduled conference dates. Parents may, of course, request a conference with a teacher at any time during the year by calling the teacher.

### **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 Credit course that cheats or plagiarizes will be subject to the consequences outlined by that program.

### **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.

### **Plagiarism Procedures**

Lawrence High School is committed to instruction that guides students in using their own language 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 policy 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:

100 – 92	A	83 – 77	C	Below 70	Failure
91 – 84	B	76 – 70	D		

### **Proficiency Based Grading**

Beginning with the 2017-2018 school year, Lawrence High School will be reporting out student performance on content standards using a 1-4 scale. Beginning with the Class of 2021, students will need to demonstrate proficiency on the standards identified by the English Language Arts,

Mathematics, Social Studies, and Science Departments in order to complete the requirements under State Statute to earn a high school.

### Habits of Work

Beginning with the 2017-2018 school year, each student will be receiving feedback on their habits of work. Teachers will provide numerical grades, 1- 4 in each course based on the rubric below:

**Habits of Work Rubric**

Criteria	1 – Not Proficient <b>Student rarely:</b>	2 – Partially Proficient <b>Students sometimes:</b>	3 – Proficient <b>Student consistently:</b>	4 – Excels <b>Student excels with:</b>
Prepared for Class Student is a self-directed lifelong learner	-attends class -is on time for class -has necessary materials for class -completes assigned work in time provided	-attends class -is on time for class -has necessary materials for class -completes assigned work in time provided	-attends class -is on time for class -has necessary materials for class -completes assigned work in time provided	-Preparedness -Assumes a leadership role by assisting others in the class with work.
Engages in Class Clear and Effective Communicator Responsible and involved citizen	-participates in learning -listens to teachers and peers -works with peers as needed	-participates in learning -listens to teachers and peers -works with peers as needed	-participates in learning -listens to teachers and peers -works with peers as needed	-positive classroom discussions -Assumes a leadership role by assisting others in the class with work.
Demonstrates effort and perseverance Creative and practical problem solver Self-directed lifelong learner	-uses instructional time appropriately -perseveres when work becomes challenging -uses feedback to improve work -asks questions of teachers/peers to clarify situations	-uses instructional time appropriately -perseveres when work becomes challenging -uses feedback to improve work -asks questions of teachers/peers to clarify situations	-uses instructional time appropriately -perseveres when work becomes challenging -uses feedback to improve work -asks questions of teachers/peers to clarify situations	-using feedback and questioning to develop deeper understanding - Assumes a leadership role by assisting others in the class with work.
Conducts self respectfully Responsible and involved citizen	-behaves -respects others -respects school materials -respects others with differing views -cleans up own workspace	-behaves -respects others -respects school materials -respects others with differing views -cleans up own workspace	-behaves -respects others -respects school materials -respects others with differing views -cleans up own workspace	-Willing to step up and remind others to respect peers, teachers, and school

## Honor Roll

The honor roll is for students who maintain a high numerical grade in their subjects. One must have an 84 average with no grade below an 80, and must be taking 3 subjects. High Honors is the distinction given to students who have a 92 average with no grade below a 90.

## Parental Inspection of Materials

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

<b>Graduation Requirements</b>	<b>Board Policy IKF</b>
23 Carnegie Units	All pupils must meet the following requirements:
English	4 units
Social Studies	3 units - (2 shall be U.S. History)
Fine Arts	1 unit
Math	4 units
Health	½ unit
Science	3 units (Intro to Physics, Biology, Chemistry beginning with the Class of 2019)
Physical Ed.	1 unit
Personal Economics	½ unit
Electives	6 units
	<i>Demonstrate Computer Proficiency</i>

## Course Failures

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

## Renaissance A NATIONAL COMMITMENT TO EXCELLENCE IN EDUCATION

### MISSION STATEMENT

The Renaissance Program at Lawrence High School promotes and rewards the academic achievement and personal growth of all students, faculty and staff. Working jointly with area businesses, Renaissance seeks to recognize these individuals and reinforce personal and school pride through positive tangible incentives.

### CRITERIA AND BENEFITS

#### **Gold Card**

**Criteria:** High Honors -- 92 Average; No grade below 90

No more than **12 blocks** marked as absent **regardless of excused or unexcused**  
Benefits do not apply to students who have been suspended, who have not returned a completed school emergency card, or taken care of all student bills from prior years.

**Benefits:** Free Admission to all LHS home based activities (excluding dances)  
Discounts at local merchants  
20% discount for yearbook (**1st quarter only**)  
20% discount for prom ticket (**3rd quarter only**)  
Independent Study Option (one day per quarter)

#### **Blue Card**

**Criteria:** Honors -- 84 Average; No grade below an 80

No more than **12 blocks** marked as absent **regardless of excused or unexcused**

Benefits do not apply to students who have been suspended, who have not returned a completed school emergency card, or taken care of all student bills from prior years.

**Benefits:** Free admission to all LHS home based activities (excluding dances)  
Discounts at local merchants  
10% discount for yearbook (1st quarter only)  
10% discount for prom ticket (3rd quarter only)

#### **Academic Letter**

**Criteria:** Must have earned "honor roll" status for 8 quarters  
Once a student receives this letter, "dog prints" will be given to signify honor roll status beyond 8 quarters.

#### **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.

Clarification of the difference between achieving Honor Roll status and earning a Renaissance card

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

To achieve **Honors** a student must have a 84 average with no grade below 80.

These awards are not affected by attendance.

Each quarter that a student achieves honor roll status counts toward earning an academic letter and paw prints. It also counts toward wearing silver and gold cords at graduation.

The Renaissance attendance requirement is **not** part of the LHS attendance policy. It is a separate program. The Renaissance Committee through the completion of an appeal form may consider certain exceptions. Forms should be completed prior to the last day of the quarter.

\*All incentives and privileges apply to students enrolled in and successfully completing a minimum of 3 academic courses each quarter. Having the appropriate card physically available is necessary to access privileges and benefits.

#### **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 attendance 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.

#### **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.
2. It is considered academic time, so the use of cellphones is not permitted. Electronic devices will be used only by the student for academic purpose.
3. Students may sign out to go to the library to read or do research.

#### **ATTENDANCE POLICY**

Policy JED

America was the first country to realize that an educated population was critical to sustain a prosperous democratic society. Therefore, the notion of free public education was extended to every citizen of a predetermined age in our country. While the definition of citizen and age of attendance has shifted over the years, the concept of a well-educated citizenry has continued. In Maine the age of compulsory education is seven to seventeen. Most school systems provide programming for children younger than seven and anticipate students continuing through high school graduation. Compulsory education requires enrollment in the school of local residence and consistent daily attendance.

## **STATEMENT OF PHILOSOPHY**

Attendance at school has an important bearing on academic performance and on preparing our students to be productive and responsible citizens. Therefore, we believe that attendance in the classroom is important and essential to our mission of providing quality education to our students.

## **STUDENT ABSENCE**

### Absence Accumulation

Yearlong course: 16 absences/year

Semester courses: 8 absences/semester

One half semester courses: 4 absences/half semester

When a student has accumulated more than the above stated absences, the student will lose credit for the course. Under the current schedule model, all students must be enrolled in the equivalent of three full credit courses per semester.

Each day that a student is absent from school, the parent or guardian of that student should contact the Attendance Clerk at 453-4200, extension 2254, between 7-9:30am, or e-mail at [lhsattendance@msad49.org](mailto:lhsattendance@msad49.org) and give the reason for his/her child missing school. In the event a phone call is not made, the student will bring a note from his/her parent or guardian upon his/her return to school, with verification for the reason for this absence. **If the school is not notified within three days, the absence will be treated as an unexcused absence.**

## **ABSENCES**

An absence is defined as missing school or more than 15 minutes of a class. The following will count toward the number of absences per course (**make-up work is permitted**) in accordance with state and district attendance policies:

- Personal illness
- Medical and Professional Appointment that must be made during the hours school is in session
- Observance of religious holidays when required during the school day
- Family emergencies or extenuating circumstances
- Pre- approved planned absences for personal or educational purposes
- Homelessness
- Unplanned psychiatric hospitalization
- Unplanned medical hospitalization
- Foster care placement
- Youth development placement
- Out of district placement
- Other extenuating circumstances as approved by an administrator

The following **DO NOT** count toward absence:

- a. a college visit arranged through guidance
- b. school sponsored events/activities
- c. field trips with class or teacher

## **PARTICIPATION AND ATTENDANCE AT SCHOOL EVENTS REGARDING ABSENCES/SUSPENSIONS**

A student absent/suspended the day of a school event or suspended the day before or after an event is not eligible to attend/participate. 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.

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 school year. Students and their parents are subject to the procedure described in Board Policy JHB – Truancy.

## **TARDIES TO SCHOOL**

A student who is tardy to school must report to the attendance office before going to class. A student must physically be in BLOCK 1 Class by 7:20 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 to school. 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. Attendance will be taken at the beginning of each block. If a student is late to a class, he/she must have an excused note from the teacher of his/her last class in order to enter the next class. During the entire procedure, it will be 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 the 4<sup>th</sup> school tardy, the student will be assigned one detention and beginning with the seventh school tardy, two detentions could be assigned. On the tenth unexcused tardy, In House Suspension will be assigned and a meeting with parents may be required. Each subsequent tardy could result in additional detentions and/or in house suspension.

## **TARDIES TO CLASS**

Tardies are 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. Four tardies to any one class will equal one absence. A student who misses more than 15 minutes of a class will be marked absent.

## **APPEAL PROCESS**

Students and parents have a right to appeal action taken as a result of this policy. Appeals must be made in writing and submitted to a high school principal. Students requesting an appeal will be allowed to meet with the principal to present reasons why any of the absences should be considered an exception to the attendance policy. The school may notify the parent/guardian and request his/her presence at the appeal. Students may be required to complete additional assignments in order to earn back the credit, depending on the situation. The Superintendent of Schools will decide further appeals.

## **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 requested by calling the homework hot line. If paperwork or materials are needed, parents should call the guidance office and arrangements will be made.

**Extended absences:** Parents should contact the child's counselor, who will contact the teachers, to determine the best course of action for each subject area. It is the discretion of the individual teacher as to the time frame, which must be followed for a student to make up missed assignments, tests, quizzes, etc. It is the responsibility of the student to be aware of this time frame. 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 the 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 Senior High School day begins at 7:20 a.m. and ends at 1:45 p.m. The school building is open at 7:00 a.m. and closed at 4:00 p.m. Students in good standing are dismissed at 1:45 p.m. Students serving detention will report to the detention room as assigned. 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 attendance office when they leave and sign in upon their return.

All students who are dropped off or picked-up by private transportation during the school day should use the entrance/exit at the rear of the high school cafeteria. Students who are found to be roaming the halls unattended after 1:50 p.m. will be subject to disciplinary procedures. Once a student leaves from home to school, he or she is expected to be in attendance. Any attendance problems will be considered “cuts”. Any student in school during the day that misses a class without prior permission will be considered to have cut the class.

### Code of Student Conduct

Development of good discipline is one of the most important goals of education. Discipline is development of self-control, character, and proper consideration for other people. Understanding the purposes of discipline in school facilitates the formation of positive attitudes and assists the student in doing his part to make himself a better person and the school a better place.

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 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

Offense		Consequence
Hat Infraction		
	1 <sup>st</sup> offense	Warning
	2 <sup>nd</sup> offense	Hat Confiscated
	Additional Offences	Further offenses may be treated as insubordination.
Skipping Class		
	1 <sup>st</sup> offense	2 after school detentions
	Additional Offences	Additional offences may result in multiple detentions or in-house suspension
Cut Detention		
	1 <sup>st</sup> offense	Failure to report to an assigned detention will result in in-house suspension. Days suspension will increase depending on number of offenses.
Damage to Property		
		May result in an Out of School Suspension (3 to 10 days) and Restitution to owner

Inappropriate Language		
		In- House or Out of School Suspension (pending situation and reoccurrence) Out of School Suspension if directed at a staff member (3 to 10 days)
Leaving School Property		
	1 <sup>st</sup> offense	1 day In-House Suspension
	2 <sup>nd</sup>	2 days In-House Suspension
	3 <sup>rd</sup>	3 days In-House Suspension
	4 <sup>th</sup> and subsequent times	Out of School Suspension progressive
Tardy to school		
	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> time	Administrative detention
	7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> time	2 Administrative detention (Parent Mtg)
	10 - 12 times 13-15 times More than 15	In-House (1 day) In-House (2 days) Possible External Suspension (Progressive Days)
Insubordination		
		May be suspended up to 10 days
Theft		
		Up to 10 days Out of School Suspension Referral to School Resource Officer Restitution is Mandatory
Tobacco Products (Use or Possession)		
		1 day of In-House Suspension Discipline is progressive for subsequent offenses.
Drugs/ Alcohol (Use or Possession)*		
	1 <sup>st</sup> offense Subsequent offenses	Minimum 5 day Out of School Suspension; Guidance notification for a mandatory outside referral Minimum 5 days Out of School Suspension; up to 10 days and Appearance before the Superintendent of Schools  *This includes over the counter, prescription medications not authorized and look alike

Transfer/Sale of drugs/alcohol		
		Minimum 5 days Out of School Suspension; up to 10 days and Appearance before the Superintendent of Schools; Guidance notification for a mandatory outside referral
In the Presence of drugs/alcohol		
		Minimum 2 days Out of School Suspension
Vape Pens/Electronic Cigarettes		
		Treated under tobacco unless evidence dictates otherwise

### **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 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.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlines the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it and not only do your part in making your school an effective place of learning but develop the habit of self-restraint which will make you a better person.

**Detention:**

Detention is held daily from **1:50 - 2:20 p.m., Monday - Thursday**, except as rescheduled by administration. Students are to report to the In-House Room promptly at 1:50 p.m. If a student fails to make up this time, he/she will be placed in In-House suspension for a minimum of 1 day. No student will be allowed to participate in graduation activities unless all detention assignments are made up. On an individual basis, it may be determined by the administration that the revocation of an early release privilege may be invoked in lieu of detention.

**In-house Suspension:**

In-house suspension is provided for certain infractions. Should a student refuse to attend an assigned In-house suspension the amount of suspension time is extended. The in-house supervisor will maintain a quiet study atmosphere in the room. Students who do not cooperate with the supervisor will be sent home for a lengthy suspension. Failure to serve an In-house suspension will result in a minimum of 3 days out of school suspension. In-House suspension means that 4 consecutive blocks will be served to count as a day of suspension.

**Out of 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 calendar day. A suspended student reverts to a student in good standing only when their suspension is

completed. Example, i.e., student suspended for two days on a Friday will not be eligible for any school activity until the following Tuesday. The following list contains examples of what constitutes reasons for Out of School Suspension.

Fighting (page

Harassment (page

Bomb Threats (page

Drugs and Alcohol Possession/Consumption (page

Excessive vulgarity

Three office referrals in one quarter for disciplinary reasons (plus a parent conference)

Substance abuse – as outlined in the substance abuse policy

With all disciplinary action, administrators reserve the right to modify penalties of infractions.

**Social Probation:** The administration can, if necessary, minimize or eliminate participation or attendance in any extracurricular activity or function due to excessive discipline issues by students.

**Due Process:**

Every Lawrence High student has the right to “Due Process” regarding disciplinary procedures.

**RESTRAINT AND SECLUSION** Policy JKAA

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.

**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.

**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. School officials have the authority to inspect and search storage facilities and their 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. 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.

### **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 **\$6.00** will be assessed of 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.**

### **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**

A School Resource Officer, a police officer, services Lawrence High School. The SRO patrols both the junior and senior high schools and assists staff members 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 and can be contacted by calling # 453-4200 ext. 2365.

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection including kissing, personal contact etc. are offensive to the staff and students. Please show respect for yourself and others by refraining from this type of behavior.

### **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 that occur off school grounds but are a direct result of an issue that occurred on school grounds will result in administrative disciplinary action.

### **LANGUAGE**

Profane and vulgar language will not be allowed at Lawrence High School. Students who use inappropriate language will be assigned a 1 to 5 day suspension. If vulgar language is directed at a faculty or staff member, the student will be suspended for school a minimum of 3 to 10 days.

### **LITTERING**

Any student found littering the cafeteria or school grounds is subject to detention and can be put on after-school clean-up detail.

### **EARLY RELEASE**

Lawrence High Seniors and Juniors are permitted to leave school for 4<sup>th</sup> Block providing it is a study hall and they have a grade of 84 in each class (a reminder 3 courses is the minimum course load per quarter) and their parent's consent. **There are forms, which must be filled out on a quarterly basis for this privilege. Students who are granted "early release" are required to leave the school grounds immediately after their last class. If it becomes necessary for a student to remain at school after their "release", he or she must first obtain a pass from the administration and then report to either the cafeteria or library. Students who fail to comply with these or any other school rules will have their "early release" privilege revoked and be assigned to study halls until the close of school.**

### **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.

#### **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.

#### **STUDENT VISITORS**

Students are discouraged from bringing visitors to school. If it becomes absolutely necessary for a student to bring a visitor to school, administrative and teacher permission must be obtained prior to the day of the visit. Permission will be granted only for educational purposes. **Upon arrival all visitors must sign in with an administrator and receive a visitor's pass.**

#### **ADULT VISITORS**

All adult visitors must check into the Main Office upon arrival to school. Any adult waiting to dismiss a student should wait in an office area.

#### **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 **their vehicle towed away at their own expense.** Any student who sees or is involved in a car accident should report to the office and file an accident report.

#### **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 be in either of the upper parking lots at any time. 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 severity of the violation)
- Second Offense – Detention and possible denial of driving privileges for 30 school days or more.
- Third Offense – In-house Suspension (1 day) and denial of driving privileges for 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.

#### **SNOWMOBILES/ATVS**

Snowmobiles and ATVS are not permitted on school grounds during school hours. 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.

#### **PASSES**

Students who find it necessary to leave their assigned classroom or study hall may do so only with a "pass". **Passes included in the student handbook are the ones to be used.** These students must return to their assigned rooms at the end of the period. Students who abuse passes will be assigned detention and will have this privilege revoked.

### **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.

### **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.

### **PHOTOGRAPHS AND INFORMATION ON INTERNET**

Names and photographs of students may be used in school publications with written parental permission.

### **VALUABLES**

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

### **LOST AND FOUND**

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

### **CAFETERIA / LUNCH PERIOD**

L.H.S. students are scheduled for one of two lunch periods daily. LHS does not have open campus; 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 for any reason. Students may not carry food or drink in the halls or any area outside of the cafeteria. All students are expected to eat in their assigned cafeteria during their scheduled lunch mod unless pre-approved by a principal for a club luncheon meeting. When students have finished eating, all refuse; papers, etc. must be cleared from the table and disposed of properly. School lunch price will be \$2.80 for the 2017 -2018 school year.

### **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.

### **Cellular Telephones and Other Electronic Devices To Preserve the Academic Climate of the School**

- Students are prohibited from using Cellular Telephones and Other Electronic Devices during classes and school activities – all such devices must be turned off.
- 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.

- Cellular telephones must be kept on “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 reasonably necessary for evidentiary purposes.
- Students violating these rules will be subject to discipline. (Code 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.

### **MUSICAL DEVICES**

Musical devices may be used in a non-disruptive manner in the school common areas but in the classroom setting at the discretion of the teacher.

### **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 in-house room available for students who need to make phone calls during the day or after school. 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.

### **WORK PERMITS**

Students under the age of 16 must obtain a work permit once they have the promise of 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 and (3) passing a majority of courses during the current grading period (4) and have promise of a job. Mrs. Rossignol handles work permits.

### **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 sponsor 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, will have their parents contacted, and will receive disciplinary action.

Dances will be open only to high school students attending Lawrence High School. Exceptions may be granted to those who register guests (under the age of 21) by the close of school on **the Wednesday before the dance** for the Homecoming Dance and for the Junior Prom. No exceptions will be made to this rule so select your guests early and carefully. You are responsible for what your guest does. If your guest gets into trouble then you are in trouble. An administrator will need the name of the guest; his/her phone number, a parent who can be contacted, and the name of the school he/she attends with that school signing off on the guest. Forms are available before each dance and must be turned in to administration by the noted dates. This will give the administrators an opportunity to do a check-up on potential

guests. Any guest who does not get a good report will not be allowed to enter the dance. **It will be important that you check on your guest's report before you bring them to the door.**

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.

**GRINDING AND OTHER INAPPROPRIATE DANCING IS NOT PERMITTED AT LHS 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, will be held to the school dress code.

### **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.

### **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.**

### **STUDENT DRUG AND ALCOHOL USE** Policy JICH

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.

### **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.

### **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.

All 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. 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 she/he deems 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 (specifically showing any parts of breasts, belly or buttocks), 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, work with or around machines or other activities. However, no particular brand may be required.

#### **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.

#### **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 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.

### **SNOWBALLS**

The throwing of snowballs on school grounds is prohibited. Students who throw snowballs are subject to suspension.

### **SCHOOL CANCELLATIONS**

If for any reason school is canceled, announcements to that effect will be made on radio and television stations. Additionally, the school web page can be checked for this type of notification.

### **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 will be notified.

#### **School Motto**

"Per Fidem et Scientiam"  
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.

#### **LHS Clubs and Sports Teams**

Civil Rights Team

Chorus/Band

Class of 2018

Class of 2019  
Drama  
Lyre (Yearbook)  
National Honor Society  
Latin Club  
French Club  
Tennis  
Football  
Soccer  
Ice Hockey  
Outdoor Track  
Lacrosse (Boys and Girls)

Class of 2020  
Jazz Band  
German Club  
PRIDE  
Spanish Club  
Student Senate  
Speech and Debate  
Field Hockey  
Cheerleading  
Baseball  
Golf

Class of 2021  
Lawrence Spectrum  
Math Team  
Show Choir  
Renaissance  
History Club  
Robotics  
Cross Country  
Basketball  
Softball  
Indoor Track

**FIGHT SONG**

FIGHT, 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!

**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