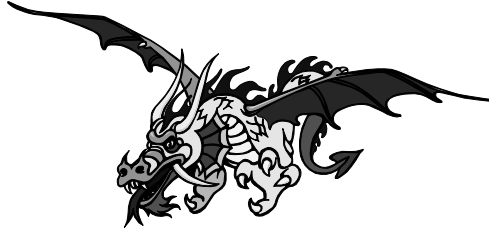


BRUNSWICK HIGH SCHOOL



Home of the Dragons 2017 - 2018

BRUNSWICK HIGH SCHOOL
116 Maquoit Road
Brunswick, ME 04011
(207) 319-1910
(207) 798-5515 (fax)

Main Office / Administration
Counseling Office
Athletic Department
Resource Officer
Nurse
Superintendent's Office



319-1910
319-1912
319-1920
319-1923
319-1917
319-1900

www.brunswick.k12.me.us/bhs

Shanna Crofton
Principal

Tim Gagnon
Assistant Principal

Jeff Ramich
Athletic Director

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



WELCOME TO BRUNSWICK HIGH SCHOOL

This handbook is provided to help you become better acquainted with your school. If you attended last year, many items will be familiar, but all students should read through the information here and share it with your families. Ignorance of the rules and regulations, however, is no excuse for violating them.

You have a responsibility to make BHS a better school. Please show respect for your fellow students, the staff, school property and the personal property of the others who share the school with you. If we all work together, BHS can be a place where everyone feels comfortable and accepted.

BELL SCHEDULE

MONDAY/THURSDAY	TUESDAY/WEDNESDAY/FRIDAY
7:40 Warning Bell	7:40 Warning Bell
7:45 – 9:05 Period 1 / 2	7:45 – 9:10 Period 1 / 2
9:05 - 9:15 Break	9:10 - 9:20 Break
9:15 – 9:40 FLEX PERIOD	
9:45 – 11:01 Period 3 / 4	9:20 – 10:45 Period 3 / 4
11:06 – 12:49 Period 5 / 6	10:50 – 12:40 Period 5 / 6
A Lunch – 11:06 – 11:26	A Lunch – 10:50 – 11:10
P.M . Region 10 students, and 2 nd floor classes	P.M . Region 10 students, and 2 nd floor classes
<u>EXCEPT</u> Lab Classes, Foreign Language Classes	<u>EXCEPT</u> Lab Classes, Foreign Language Classes
& Study Halls	& Study Halls
B Lunch – 11:40 – 12:00	B Lunch - 11:35 – 11:55
All Labs, including orange & black Computer Labs,	All Labs, including orange & black Computer Labs,
Study Halls, Tech Ed classes, College Planning,	Study Halls, Tech Ed classes, College Planning,
Computer Apps, Curriculum Support, and rooms 110,	Computer Apps, Curriculum Support, and rooms 110,
112, 118, 120, 121, 251, 253, Alumni room	112, 118, 120, 121, 251, 253, Alumni room
C Lunch – 12:29 – 12:49	C Lunch – 12:20 – 12:40
9 th and 10 th grade Academy classes, Foreign	9 th and 10 th grade Academy classes, Foreign
Language classes and the remainder of 1 st floor	Language classes and the remainder of 1 st floor
12:54 – 2:10 Period 7 / 8	12:45 – 2:10 Period 7 / 8

SCHOOL CALENDAR FOR 2017-2018

Labor Day (no school)	September 4, 2017
First Day of School (Freshmen Orientation)	September 5, 2017
First Day of Classes for ALL Students (orange day)	September 6, 2017
Picture Days	September 7 & 8, 2017
ACT Testing (not at BHS)	September 9, 2017
Grade 9 Parent Meeting.....	September 21, 2017
Homecoming Week.....	September 18 – September 22, 2017
Homecoming Dance	September 23, 2017
Mid Coast College Fair.....	September 27, 2017
Open House.....	October 4, 2017
Progress Report 1	October 6, 2017
Professional Development Day (No Classes)	October 6, 2017
SAT Testing.....	October 7, 2017
Columbus Day (no school).....	October 9, 2017
PSAT Testing	October 11, 2017
Parent/Guardian Forum	October 17, 2017
Financial Aid Night	October 25, 2017
ACT Testing.....	October 28, 2017

First Quarter Ends.....	November 3, 2017
SAT Testing	November 4, 2017
Fall Athletic Banquet	November 8, 2017
Veterans' Day (no school).....	November 10, 2017
Hockey Boosters Holiday Craft Fair.....	November 10-12, 2017
Fall Play Production.....	November 16-18, 2017
Professional Development Day (No Classes)	November 22, 2017
Thanksgiving Break.....	November 23-24, 2017
SAT Testing	December 2, 2017
Early Release Day	December 6, 2017
Winter Band Concert.....	December 7, 2017
Progress Reports.....	December 8, 2017
ACT Testing (not at BHS)	December 9, 2017
Winter Choral Concert.....	December 21, 2017
Holiday Vacation	December 25, 2017-January 1, 2018
Parent/Guardian Forum	January 9, 2018
Martin Luther King Jr. Day (no school)	January 15, 2018
Mid-Year Exams.....	January 16-19, 2018
Second Quarter Ends	January 19, 2018
ACT Testing (not at BHS)	February 10, 2018
President's Day (no school)	February 19, 2018
Winter Vacation	February 20-23, 2018
Progress Reports.....	March 2, 2018
Winter Athletic Banquet.....	March 6, 2018
All Town Choral Concert	March 7, 2018
College Information Night for Families.....	March 8, 2018
SAT Testing (not at BHS).....	March 10, 2018
Parent/Guardian Forum	March 13, 2018
Professional Development Day (No Classes)	March 16, 2018
Early Release Day	March 21, 2018
Spring Musical Production.....	March 22-24, 2018
MBDA Concert Band Festival.....	March 28, 2018
Third Quarter Ends.....	March 30, 2018
Hot Country Nights	April 6-7, 2018
Spring Fling Night	April 11, 2018
Professional Development Day (No Classes)	April 13, 2018
ACT Testing (not at BHS)	April 14, 2018
Patriot's Day (no school)	April 16, 2018
Spring Vacation.....	April 17-20, 2018
Parent/Guardian Forum	May 1, 2018
SAT Testing	May 5, 2018
Senior Prom.....	May 5, 2018
AP Exams	May 7-18, 2018
All Town Band Concert	May 8, 2018
Early Release Day	May 9, 2018

Progress Reports.....	May 11, 2018
Underclass Awards Night.....	May 15, 2018
Senior Night	May 22, 2018
Spring Band Concert	May 23, 2018
Talent Show	May 25, 2018
Memorial Day (no school).....	May 28, 2018
Spring Choral Concert	May 30, 2018
SAT Testing.....	June 2, 2018
Senior Final Exams.....	June 4-5, 2018
Spring Athletic Banquet	June 4, 2018
Music Awards Night.....	June 6, 2018
Final Exams, grades 9-11 (add 1 day for each snow day used)	June 8-13, 2018
Graduation	June 8, 2018
ACT Testing (not at BHS)	June 9, 2018
Fourth Quarter Ends (add 1 day for each snow day used)	June 13, 2018
Storms days (if needed).....	June 14-20, 2018

PLEASE PLAN VACATIONS ONLY DURING PERIODS OF SCHOOL VACATION

STATEMENT OF BELIEFS AND SUPPORTING VALUES

1. We believe that engaging students in a culture of achievement represents the most reliable pathway to post-graduate success for our students; therefore, we value:
 - Recognizing the diversity of ability amongst our students and the creation of multiple pathways to success.
 - Creating an atmosphere of high expectations for our students and concrete recognition when they exceed these expectations.
 - Building systems that allow students to create short and long-term goals and that measure a student's progress towards these goals.
2. We believe that academic excellence is the primary, foundational mission of Brunswick High School. The artistic, extra-curricular, co-curricular and social opportunities that exist at Brunswick High School are there to support this core academic mission; therefore, we value:
 - A core academic program that is challenging, rigorous and which emphasizes both breadth of understanding as well as depth of content.
 - Class sizes that are appropriate to this mission.
 - Providing opportunities for students to be engaged in learning activities outside the classroom.
 - Encouraging students to engage in a process of continuous improvement.
3. We believe that our school, town, state, national and international communities cannot flourish without citizens of strong character; therefore, we value:
 - A school culture that emphasizes honesty, integrity and compassion and holds students accountable for their ethical behavior as well as their academic performance.
 - An academic environment that makes students aware of the global context in which they make their decisions.
 - A professional environment in which all staff members understand their importance as ethical role models for all the students at Brunswick High School.

4. We believe that Brunswick High School as an institution and students as individuals benefit from significant partnerships with the community; therefore, we value:
 - Fostering good relationships with the citizens and institutions that constitute the Brunswick community.
 - Programs that offer students opportunities for off-campus learning experiences that enhance their academic studies at Brunswick High School.
 - Partnerships with institutions who offer students the opportunity to realize the applicability and purpose of their studies at Brunswick High School.
5. We believe that a professional, collegial atmosphere is essential to our success as educators and is an essential element of the core academic mission of Brunswick High School; therefore, we value:
 - A manageable academic workload that accommodates collegiality among faculty members.
 - Clear and effective leadership from the administration.
 - An administration that supports the professional growth of faculty members both as individuals and as members of a department.
 - An atmosphere in which all staff members respect each other's efforts in our common mission of educating all of our students.
 - Professional time set aside for collaboration as members of a department and for collaboration between departments.

BHS GUIDING PRINCIPLES AND 21ST CENTURY LEARNING EXPECTATIONS

Communicate clearly and effectively

- Listen, comprehend and adjust communication based on the audience, task, purpose and discipline.
- Use a variety of modes of expression, such as spoken, written, visual and performing arts including the use of technology and digital media.

Demonstrate the habits of being a self-directed life-long learner

- Demonstrate initiative, and persistence.
- Demonstrate flexibility and independence.
- Demonstrate reliability and concern for quality and precision.

Apply creative and practical approaches to solving problems

- Identify patterns, trends, and relationships, and use models, structures, creativity, and/or mathematical reasoning to solve problems.
- Effectively engage and demonstrate critical thinking skills and problem solving abilities.
- Approach academic challenges with creativity and innovation.

Engage in responsible and involved citizenship

- Make positive contributions to the community through individual and collaborative work.
- Demonstrates global awareness and economic and civic literacy.
- Demonstrate awareness of personal and community health and wellness.

Demonstrate integrative and informed thinking

- Gain and apply knowledge across disciplines and learning contexts
- Synthesize information from multiple sources.

PARENT/CAREGIVER NOTIFICATION REQUIREMENTS UNDER NO CHILD LEFT BEHIND

The NCLBA requires parental/caregiver "right to know" about the qualifications of those professionals who are educating their students. The regulations require the following requirements:

- At the beginning of each school year, a local unit receiving Title I funds must notify the parents/caregivers of each student attending a Title I school that the parents/caregivers may request, and that the school will provide the parents/caregivers, information regarding the professional qualifications of the student's classroom teachers.
- The information provided must include the following:
 - Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher is providing instruction;
 - Whether the teacher is teaching under emergency or provisional status;
 - The baccalaureate degree major of the teacher and any graduate certification or degree held by the teacher and the field of discipline of the certification and degree;
 - Whether the student is being provided services by paraprofessionals, and if so, "their qualifications."

Additionally, schools must also provide each parent/caregiver "timely" notice whenever a child has been assigned or taught for four or more consecutive weeks by a teacher of any "core academic subject" who is not highly qualified. (Core academic subjects include writing, reading, language arts, foreign languages, civics, government, economics, arts, history, and geography, as well as math and science.) All of this information must be provided in a "uniform and understandable format," and in language that parents/caregivers can understand.

THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) gives parents/guardians and students who are 18 or older or emancipated minors ("eligible students") certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. Consent to federally funded surveys concerning "protected information." If the U.S. Department of Education funds a survey in whole or in part, a student's parents/guardians or an eligible student must consent in writing before the student may provide information relating to the following categories:
 - Political affiliations;
 - Mental or psychological problems of the student or student's family;
 - Sexual behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of student's family members;
 - Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
 - Religious practices, affiliations, or beliefs of the student or student's parents/guardians; or
 - Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a "protected information survey."

2. Opt out of certain surveys and exams. Parents/guardians and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
 - Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
 - Any protected information survey, regardless of funding; and
 - Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
3. Inspect certain material. Parents/guardians and eligible students have the right to inspect the following, upon request, before the district administers or uses them:
 - Protected information surveys of students (including any instructional materials used in connection with the survey);

- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.
4. Receive notification of district policy. The School District has to develop a policy, in consultation with parents/guardians, regarding these rights, and has to make arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents/guardians and eligible students through each school, of the policy at least annually at the start of each school year and after any substantive changes are made.
 5. Report violations. Parents/guardians and eligible students who believe their rights have been violated may file a complaint with:
 - Family Policy Compliance Office
 - U.S. Department of Education
 - 400 Maryland Avenue, SW
 - Washington, DC 20202-4605

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act ("FERPA") affords parents/guardians and students 18 years of age and older ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Brunswick School Department receives a request for access.

Parents/guardians of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading.

Parents/guardians or eligible students may ask the Brunswick School Department to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Brunswick School Department decides not to amend the record as requested by the parent /guardian or eligible student, the Brunswick School Department will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school unit as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school unit has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Brunswick School Department discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The Brunswick School Department may make public at its discretion personally identifiable information from the education records of a student without parental/guardian consent if that information has been designated as directory information by the school. Directory information includes the student's name, participation in officially recognized activities and sports, weight and height of athletes, honors and awards received, most recent previous education institution attended by the student, and other information that would not generally be considered harmful or an invasion of privacy if disclosed.

Please note that when a health or safety emergency exists, schools may share relevant information about students involved in the emergency with appropriate parties – that is, those whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Such information will not be disclosed if the parent/guardian of the student informs the school unit in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is not to be designated as directory information with respect to that student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Brunswick School Department to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

The Brunswick School Department maintains a more extensive policy on education records. That policy can be obtained by contacting the school principal.

CHILD FIND RESPONSIBILITIES

The Brunswick School Department recognizes its responsibility to identify children between the ages of three and twenty within its jurisdiction who may have a disability that requires special education. Screening and identification are at no expense to the parent/guardian and are available to students who attend any of the Brunswick schools, are home schooled or attend private schools. Information concerning Child Find may be obtained from the Director of Special Education for the Brunswick School Department.

FAMILY OPPORTUNITIES

- *Teacher Conference*

Brunswick High School does not have regularly scheduled teacher conferences. We do, however have forms available to schedule conferences with individual teachers, at mutually agreed upon times, anytime during the school year.

A staffing may be requested with all the student's teachers by calling the counseling office.

- *Brunswick Mentoring Program*

Brunswick High has worked closely with Bowdoin College student volunteers to serve as mentors to BHS students. Mentors meet with their students during their study hall typically once a week and are supervised by a staff case manager at the school as well as the mentoring program supervisor at Bowdoin College. All information is kept in confidence within the program. Contact the Counseling Office for more information.

- *Brunswick High School Newsletter*

The high school publishes a newsletter throughout the school year. These are posted on the website (www.brunswick.k12.me.us/bhs) as well as emailed to all current email addresses and contain a message from the principal, articles from school sponsored clubs, information about upcoming activities, special student and staff accomplishments, and classroom initiatives. If you do not have access to the internet, you or your child may pick up a copy in the main office.

- *Mailing Lists and Directory Information*

Keeping our computer records of students' addresses, email addresses and telephone numbers accurate is important in allowing us to keep open communications with parents/guardians. If you notice any errors or if your directory information should change during the year, please call and we will immediately make the necessary corrections.

- *Appeal Procedures*

Families have the right to appeal any decision made regarding their student. This may include disciplinary actions, teacher or coach conflicts and student performance. The appeal should be directed to the appropriate administrator in written form.

SUPPORT SERVICES

There are a number of support services available to students at Brunswick High School. They include:

- *Counseling Department*

The Counseling Department is available to help students in designing their course of study and course selections, graduation requirements, and preliminary discussions regarding education beyond high school, testing results and interpretation. Individual and crisis counseling is provided as needed.

- *College and Career Planning Service*

Brunswick High School provides college and career planning services to all its students. These services include individual college counseling, college planning classes, visitations from college admissions and military representatives as well as GAP year representatives. Counselors assist in college application preparation and financial aid assistance. College Night, Financial Aid Night and FAFSA workshops are also provided.

- *School Nurse*

The school nurse is available to students for health consultations at all times. Should the nurse decide to dismiss a student for health reasons, she will contact the parent/guardian or whoever is listed on the school emergency procedure card. The school nurse is located next to the counseling office.

- *Student Assistance Team (SAT)*

The Brunswick High School Student Assistance Team (SAT) is designed to help students who are experiencing difficulties in school. Through a systematic process, the SAT receives referrals and assists students through assessment, action planning, coordination of services, and ongoing evaluation. The team is made up of teachers, an administrator, counselors and student support staff. The team accepts referrals from parents, guardians, teachers, students, counseling staff, and other concerned persons.

- *Crisis Response Team*

The Brunswick High School Crisis Response Team is a team of faculty and staff who have been trained to respond to emergencies. The goal of the team is to facilitate a smooth and caring response in the event of a crisis, while maintaining a normal school atmosphere when possible. A crisis response plan provides management guidelines and specific strategies for responding to personal, school or community emergencies that adversely impact the emotional and physical well-being of students, staff, and community.

PARENTAL NOTICE REGARDING PHYSICAL RESTRAINT AND SECLUSION

The Brunswick School Committee has adopted *Policy JKAA: Use of Physical Restraint and Seclusion and Procedure JKAA-R: Procedures on Physical Restraint and Seclusion* which address the use of Restraint and Seclusion of students in the school setting. The policy and regulation can be accessed on Brunswick School Department's website at www.brunswick.k12.me.us or you may obtain a copy of the policy from your child's school principal. Any parent with questions about the policy or regulation should contact their child's building principal or the Director of Student Services at 207-319-1900.

THE SCHOOL

Brunswick High School offers a comprehensive program of academic excellence that affords students the opportunity to realize their potential and make a viable contribution to society. A full complement of core and extracurricular programs is available to students in grades 9 through 12.

BRUNSWICK HIGH SCHOOL ALMA MATER

All hail to Brunswick High School;

She's our Alma Mater proud

With her black and orange banner,

Shout our tribute clear and loud

For memories of sweet friendships,

For hope of future fame,

For lessons learned and sports enjoyed,

We glorify her name.

Chorus:

So hail, dear Brunswick High School

In triumph or defeat

We'll wear your colors proudly;

We'll sing your praises loudly;

We'll cherish your tradition;

For our homage is complete.

THE COMMUNITY

Rich in tradition, history, and natural beauty, Brunswick is a community of talented, innovative and involved citizens. Brunswick's residents are fortunate to have access to beautiful recreational areas, high quality educational and medical resources, and growing employment opportunities. Brunswick is also the home of Bowdoin College, which is a mainstay in the community, adding a variety of opportunities to our students and members of the community. It was home to Naval Air Station Brunswick which permanently closed on May 31, 2011. Bordered by the Androscoggin River and Atlantic Ocean with its 67 miles of coastline, Brunswick is a coastal community, offering residents and visitors an array of recreational opportunities. With convenient access to I-295 and Route 1, Brunswick is located 30 miles north of Portland and is enhanced by the Brunswick Executive Airport, and the Amtrak Downeaster, connecting Brunswick to Boston (130 miles) and beyond by passenger rail service. As of the census of 2010, there were 20,278 people, 8,469 households, and 4,889 families residing in the town.

ACCREDITATION

Brunswick High School is accredited through the State of Maine and the New England Association of Schools and Colleges.

CURRICULUM LEVELS

Advanced Placement	Honors	Academic	Preparatory	Basic
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There are twelve Advanced Placement courses offered:

English	Calculus AB	Spanish	Biology
U.S. History	Calculus BC	French	Studio Art
European History	Statistics	Latin	Computer Science

GRADUATION REQUIREMENTS

Please refer to the Program of Studies for more details

FOR THE CLASS OF 2018, 2019, 2020

Students must earn a minimum of 21 ½ credits and meet the standards in the district's comprehensive local assessment system. Maine Studies is required of all students who have not completed this state requirement. All students must demonstrate computer proficiency. ***The computer proficiency requirement may be demonstrated by successfully meeting any of the computer courses offered by the Business and Computer Science Dept. or by demonstrating proficiency by means of an assessment provided by the Business and Computer Science Dept. If students opt to demonstrate computer proficiency by taking a computer course, this course shall fall under Elective Credit below:

4 credits - English	1 credit – Physical Education
3 credits – Mathematics	½ credit – Health Education
3 credits – Social Studies (1 World or European, 1 US History)	1 credit – Fine Arts
2 credits – Science	7 credits – Electives
	30 hours of Community Service

***Computer Proficiency

Seniors must fulfill all senior obligations and graduation requirements in order to participate in graduation activities including graduation ceremonies.

FOR THE CLASS OF 2021 AND BEYOND

Students must earn a minimum of 21 ½ credits and meet the standards in the district's comprehensive local assessment system. Maine Studies is required of all students who have not completed this state requirement. All students must demonstrate computer proficiency. ***The computer proficiency requirement may be demonstrated by successfully meeting any of the computer courses offered by the Business and Computer Science Dept. or by demonstrating proficiency by means of an assessment provided by the Business and Computer Science Dept.

Area of Study	Requirements
English/Language Arts	Earn 4 credits thereby demonstrating proficiency in the English/Language Arts standards.
Social Studies	Earn 3 credits thereby demonstrating proficiency in the Social Studies standards. One credit must be World Studies II and one credit of US History.
Mathematics	Earn 3 credits thereby demonstrating proficiency in the Mathematics standards.
Science / Technology	Earn 2 credits in Science, one of which must be a laboratory course, and 1 additional credit in either Science or Technology, thereby demonstrating proficiency in the Science standards, for a total of 3credits. One credit must be Geophysical Science.
Physical Education	Earn 1 credit thereby demonstrating proficiency in Physical Education standards.
World Language	Demonstrate proficiency in World Language priority standards. This requirement will apply beginning with the graduating class of 2025.
Visual and Performing Arts	Earn 1 credit thereby demonstrating proficiency in Visual and Performing Arts standards. Students in the class of 2021 need to consult with their school counselor for a list of courses which count toward earning visual and performing arts credit; courses indicated in this Course of Study book as earning visual/performing arts credit are for the class of 2018, '19 and '20.
Health	Earn 1/2 credits thereby demonstrating proficiency in the Health standards.
Electives	Earn 6 credits thereby demonstrating proficiency in the interdisciplinary standards and expectations of the courses selected
Educational Experiences	Students will be required to engage in educational activities related to English Language Arts, Social Studies, Mathematics, Science/Technology during every year in which they are in high school.
	All students must demonstrate computer proficiency and complete 30 hours of community service. For more detailed information refer to the Course of Studies book.

Seniors must fulfill all senior obligations and graduation requirements in order to participate in graduation activities including graduation ceremonies.

SENIOR CLASS RANK / GPA

Senior rank is based on seven semesters using a 100-point system. Class rank will be weighted. Grade point average will remain unweighted.

HONOR ROLL

HIGH HONORS: This category will be reserved for students who attain no grade lower than a "90" in all courses.

HONORS: This category will be reserved for students who attain no grade lower than an "80" in all courses.

Any student with an "incomplete" grade will be exempt from honor roll status until work has been completed and the grade has been reported. To be eligible for academic honors and/or to participate in extra-curricula and/or co-curricula, students must be enrolled in at least six (6) courses for semester I and semester II of the current school year. Independent Studies and Office Assistant do not count as one of the six (6) courses.

WEIGHTED GRADES: Senior class rank is based upon the grade point average calculated after seven (7) semesters.

GRADE SYSTEM

A+ 98-100	B 83 - 86	C- 70 - 72	F Fail 0-59
A 93 - 97	B- 80 – 82	D+ 67 – 69	P Pass
A- 90 - 92	C+ 77 - 79	D 63 – 66	AU Audit
B+ 87 – 89	C 73 - 76	D- 60 – 62	I Incomplete
			WP Withdraw Pass
			WF Withdraw Fail

PROGRESS REPORTS

At any time, though usually during the 4th or 5th week of a ranking term, teachers will post progress report grades to PowerSchool Parent Student Portal. Please contact the school to set up an appointment with teacher(s) as needed.

ADDING AND DROPPING COURSES

Course schedules can be adjusted through the last week of school and by appointment during the summer. If needed, additional adjustments may be made at the beginning of the school year. If a student withdraws from a course after the 4th week of the term, the student's report card and transcript will show "Withdraw" and grade at the time of withdrawal.

CODE OF STUDENT CONDUCT REGULATIONS

The Brunswick School Department believes that the success of a community is dependent upon its ability to educate students to be ethical and responsible citizens. In order to underscore and clarify the value of these attributes, the following Brunswick School Department **Code of Ethics** has been adopted. The expectations of this code apply to every student and extend to all school activities including travel to and from school and any other situation in which the student's behavior directly affects school discipline or the safety and welfare of others.

CODE OF ETHICS

An ethical person is defined by the school department as:

Respectful of others and self,

Honest in all academic endeavors and interpersonal relationships,

Compassionate and tolerant in dealing with the limitations and suffering of others,

Responsible for personal actions as an individual and a member of the community,

Fair and equitable in their treatment toward others,

Courageous in the face of ethical challenges.

Respectful Conduct: People are able, valuable, and responsible and should be treated accordingly. Mutual respect among students and adults in the learning environment is the standard.

Honest Conduct: Seek to speak the truth, respectfully. Education should be a cooperative, collaborative activity where process is as important as product.

Respect: *I will treat myself and others with respect at all times.*

Offenses include but are not restricted to:

- Use of profane language or gestures that are offensive and/or intimidating
- Unwanted physical contact
- Direct or indirect bullying behavior
- Damaging or defacing either school property or personal property of others
- Threatening or demeaning others by words or actions

Honesty: *I will not lie, cheat or steal and will discourage others from doing so.*

Offenses include but are not restricted to:

- Theft of intellectual materials or plagiarism
- Theft or unauthorized use of others' property
- Unauthorized operation of computer, password or account of another user

- Unauthorized searching on the computer

Compassion: *I will treat others with kindness, understanding, and tolerance.*

Offenses include but are not restricted to:

- Words or actions that communicate intolerance of differences in the beliefs, opinions or appearance of others
- Words or actions that communicate intolerance of differences in abilities of others

Fairness: *I will treat others as I would like to be treated.*

Offenses include but are not restricted to:

- Inequitable treatment of others

Responsibility: *I will accept the responsibility for my actions.*

Offenses include but are not restricted to:

- Violation of school rules
- Withholding information that could harm individuals or the school
- Inappropriate dress or behavior that interferes with learning
- Violation of the law (local, state and federal laws/statutes)

Courage: *I will strive for the courage to live by this code of ethics every day.*

DEPORTMENT

Every student is expected to attend punctually and regularly, to observe regulations of the school, to comply with the directions of the school staff, to observe proper standards of behavior and language, to show respect for property, fellow pupils, and school staff, and to be neat and clean in person and clothing. Violation of the above standards of behavior may subject the student to administrative counseling, suspension, or expulsion.

ATTENDANCE PHILOSOPHY

We recognize that regular school attendance is necessary for a successful education, and we are committed to the goal that every student should attend every class each day. Promptness is also expected for every class, study hall, and school activity. Learning that is lost due to tardiness or absence can never be adequately replaced. It is imperative that the faculty and administration provide a valuable and stimulating learning environment. It is imperative that the students utilize that environment to the fullest.

It is the intent of the make-up provision of this procedure to provide a compensatory rather than punitive element to education. Students who miss class activities – discussions, lectures, group work and the like – cannot fully capture these experiences in make-up work. **The work required to receive credit, when there are excessive absences, is an attempt to compensate for the missed experiences.**

ABSENCE FROM SCHOOL

Daily attendance, preparation for class, and participation will be used in the evaluation of a student's performance at Brunswick High School. **In the case of every excused absence, excluding suspension, all schoolwork must be made up to the satisfaction of the teacher within two class periods unless more time is agreed upon because of an extended absence. In the case of suspension, all schoolwork must be made up the day the student returns to class. Specific alternate assignments will be given at the discretion of the teacher if the makeup effort cannot duplicate the missed classroom achievement and student responsibility by reinforcing three fundamental factors of success: attendance, preparation, and participation.**

You are expected to attend school on a daily basis. **IN ORDER TO PARTICIPATE IN ANY SCHOOL ACTIVITY, YOU MUST BE IN ATTENDANCE FROM 7:45 – 2:10 ON THE DAY OF THE ACTIVITY OR PRACTICE.** Our automated messenger system will notify parents/guardians when you are absent from school or individual classes.

ATTENDANCE PROCEDURE

Regular and punctual attendance will be required of each student enrolled at Brunswick High School. It is recognized that absence may be necessary under certain conditions.

A comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for accurately reporting daily attendance and for maintaining accurate attendance records for his or her classes.

All absences, excused, unexcused, or truant, including absences due to suspension, will be counted in the fulfillment of attendance requirements. When absent, students will be responsible for bringing in a note from a parent or guardian explaining the reason for the absence. This note must be brought within 1 week following the absence. Notes may be verified by contact with the parent or guardian. A student who does not bring in a note following an absence will be referred to an Assistant Principal.

EXCUSED ABSENCES

The State of Maine Laws Relating to Public Schools and Brunswick High School allow these reasons for absences:

1. Illness, confirmed in writing by a physician if continuous or chronic.
2. School-related activities, subject to approval by administration.
3. Bereavement, with circumstances and number of days approved by the administration.
4. Recognized religious holidays.
5. Medical, dental, or legal appointments that cannot be scheduled at non-school times. These must be verified in writing by the medical or legal professional.
6. A planned absence for a personal or educational purpose, which has been approved. The Planned Absence form can be picked up in the Main Office.
7. Family emergencies, and other exceptional situations approved **two weeks** in advance by the administration. Family vacations during the school year and extension of days on either side of school vacations are NOT to be considered exceptional situations.

In addition, classes missed for the following reasons will be treated as excused absences.

8. In the case of an exceptional student, a reason which the student's IEP determines is disability related.
9. Serving a school-imposed disciplinary suspension.

UNEXCUSED ABSENCES are those times when a student is absent from school with parental/guardian knowledge and approval for reasons which the parent/guardian deems appropriate, but which are not recognized by the state as warranting an excused absence. Such unexcused absences may include (but are not limited to) travel time before and after holidays, unapproved trips and family vacations, hunting trips, and non-school activities during school time. Students are required to complete the work missed during an unexcused absence, **BUT MAY NOT EARN CREDIT FOR THAT WORK.**

TRUANCY is an absence without prior knowledge or approval by the parent/guardian and the school. Students are responsible for completing missed work during truancy, but they will not earn credit for it.

ATTENDANCE RECORDS

All faculty members will be responsible to accurately monitor a student's attendance in their classes. Whenever a student misses five days of school in a quarter, or any one class three times in one quarter, the student and parents or guardians will be notified by the administration that attendance may be unsatisfactory and that the attendance record is being carefully monitored. When a student has absences of 5 or beyond, or 3 absences in semester courses, the student may be referred to the attendance committee.

ATTENDANCE COMMITTEE

The faculty attendance committee shall review student attendance on a regular basis and take appropriate action to improve the attendance of specific individuals. The Committee will be made up of one or two classroom teachers, an administrator, a guidance counselor, and school nurse.

ATTENDANCE COMMITTEE REFERRAL LEVELS

Level 1: When a student has five absences in a full year course or three absences in a semester course, the committee will meet with the student to review his/her attendance. A letter will be sent home to parents/guardians to notify them of the meeting with the student. Possible consequences may include loss of school privileges such as but not limited to; extra-curricular activities, athletics, field trips, early dismissal and/or revocation of on-school parking privileges.

Level 2: If the attendance problems continue, the committee will meet with the student and the student's parents/guardians to review the attendance. The student and parents/guardians will be advised that course credit may be in jeopardy. At this time, sanctions such as loss of school privileges may continue. The attendance committee will continue to monitor the student's attendance. If the student's attendance improves, privileges may be re-instated.

Level 3: If there are further attendance problems, the student and parents/guardians will meet with an administrator with a possible referral to the superintendent of schools. A counselor, administrator, case manager and/or the SRO may visit the student's home.

MAKE-UP TIME

The imposition of a requirement that each additional absence beyond ten in a year- long course or five in a semester course will necessitate making up the time missed on a 1:1 basis. Each class period missed must be made up, either after school or Saturday mornings. Teachers will assign work to be done and turned in during these make-up times. All make-up work must be completed to the satisfaction of the teacher. **All make-up time and make-up work must be completed by the last day of the semester for underclassmen. For seniors, all make-up time and make-up work must be completed by 3:00 p.m. the day before the first marching practice.** With the exception of English, a student who loses credit due to poor attendance but earns a passing grade may move on to the next level course in the academic program. Students are still required to meet all graduation requirements.

It is understood that if a student fails to make-up the time missed over ten days in a year- long course or five days in a semester course or submits an inadequately completed supplemental assignment, the student will receive NO CREDIT in that course.

OTHER PROVISIONS

To the extent possible, students will not be called out of class to discuss attendance matters with the administration. Teachers will hold students accountable for tardiness to class. Tardiness to class and dismissal from class **beyond thirty (30) minutes** will count as an absence for that class. Excessive tardiness may be considered on the basis of accumulated minutes and may be translated into absences. Certain school-recognized events will not count as absences. Among the activities not counting as absences are; field trips, sports dismissals, testing, donating blood in the Red Cross drive at school, vocational school visits, I.E.P. meetings, Maine Scholar Days, AP exam periods, meetings at Brunswick High School with representatives from colleges, and other similar reasons as approved by the principal or designee.

A student's previous year's attendance record will be considered when determining a student's qualification for early dismissal and parking on school grounds.

The Physical Education Department at Brunswick High School has a specifically approved procedure regarding attendance. Students enrolled at the Alternative Education Off-Campus Learning Center at Hawthorne School will be subject to the provisions established by the principal for students attending that program.

All students must take Midterm Exams and Final Exams regardless of their attendance record or classroom average.

ATTENDANCE WAIVER PROCEDURE

The administration understands that there may be times when attendance issues are the result of extreme medical conditions/diagnoses. A student's absences may be waived for four (4) or more consecutive days or chronic illnesses if verification is received from the student's doctor. Therefore, parents/guardians may call the school nurse to set up a meeting for a possible waiver for medical related absences. The meeting will be held with the student, parent/guardian, administrator, guidance counselor, and school nurse. The parent/guardian needs to bring documentation from the treating physician including the diagnosis and dates which the condition prevented the student from attending school.

TARDINESS TO SCHOOL

In an effort to create positive habits and minimize the classroom interruptions, being on time will be an area of focus. Rules and Regulations Regarding Tardiness to School:

1. Attendance will be taken daily at 7:45 a.m.
2. A pupil will be marked tardy if not their seat at 7:45 a.m.
3. Any student who reports to **first period** after the attendance has been sent to the office will report to the main office for a tardy slip.
4. Upon securing the late pass, the pupil shall report immediately to the class which is in session.
5. On the **FOURTH unexcused** tardy to school, parents/guardians will be contacted by phone or by letter and an office detention will be issued. Tardiness to classes during the day will be dealt with by the classroom teacher in accordance with the teacher's rules and regulations. It is the intent of the school to keep the parents/guardians informed of all

- events and to work with the students to develop good attendance habits. Time on task is a significant factor in study or work-related activities.
6. Subsequent failure to comply with regulations will bring more severe penalties. All discipline will be progressive in nature for repeat offenders.
 7. Parking privileges will be revoked with habitual offenders.

ATTENDANCE AT CLASSES AND STUDY HALLS

You are expected to attend all classes and study halls. If you need to go to the nurse, counseling office, etc., you must check in with the teacher first and get a pass.

If a student chooses to cut two or more classes on any day, that student is considered truant from school.

Excessive absences can result in loss of credit. Please refer to the Attendance Policy.

HOMEWORK PROCEDURE

Students are to be prepared for daily classes. The purpose of the assigned homework is to improve the students' organization, responsibility, and performance.

Individual teachers will assign various responsibilities such as drill, practice, memory exercises, creative and analytical writing, reading for understanding, and application of rules according to subject matter suitability. The individual teacher will hold each student responsible for daily or long-range assignments. The student is expected to maintain a well-organized notebook.

In cases in which students are not prepared, appropriate consequences will result. Parents/guardians can assist by encouraging students to budget time and by organizing a quiet study area and having a period set aside for **productive** homework time. **All support from parents/guardians has a fundamental effect upon school performance.**

DAILY NOTICES

Daily notices will be read in period one and will be posted throughout the school. All daily announcements will be signed by a teacher/coach/advisor and submitted to the library on the approved form no later than 7:15 a.m.

REGION 10 TECHNICAL HIGH SCHOOL STUDENTS

Morning vocational students who miss their bus must report to the main office. You will be assigned to a study hall until your BHS classes begin.

Afternoon vocational students who miss their bus should report to the main office for assignment to a study hall.

LEAVING THE SCHOOL GROUNDS

BRUNSWICK HIGH SCHOOL IS NOT AN OPEN CAMPUS. Students may not leave the school grounds at any time during the school day. **All dismissals, including any illness, must be approved by the school nurse or the main office PRIOR to leaving school.**

LATE ARRIVAL / EARLY DISMISSAL PRIVILEGES

In special situations, **with parental and administrative approval**, seniors scheduled for 6 classes and carrying course grades of 80 or above may leave early when they have study periods at the beginning or end of their school day. **This privilege may be revoked, for justified reasons, at any time at the discretion of the school administration.**

LUNCH/MORNING BREAK

During your lunch you may be in the cafeteria, the hallway immediately outside the cafeteria, or the outside amphitheater. All other areas are off-limits - you **may not** eat lunch in a classroom.

YOU ARE NOT ALLOWED OUTSIDE OF THE BUILDING DURING MORNING BREAK.

It is expected that you behave appropriately in all areas and that you clean up all litter from your area before you leave.

STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS DURING LUNCH BREAK. FAILURE TO ABIDE BY THIS RULE MAY RESULT IN SPECIAL PRIVILEGES BEING REVOKED AND/OR DISCIPLINARY ACTION BY A SCHOOL ADMINISTRATOR.

TOBACCO USE AND POSSESSION

The use, possession, sale, dispensing or distribution of tobacco products by all students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses, and at all other times. Those students who choose to smoke at Brunswick High School will be subject to the following consequences:

A. First Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation.
2. Up to five (5) days suspension.
3. The student will be referred to the school resource officer.
4. If the student agrees to attend a smoking cessation program, the suspension is reduced to one day.
5. The student will not be allowed to participate in any extracurricular activities.
6. The student will be referred to the substance abuse counselor.

B. Second Violation and Beyond

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation. A parent/legal guardian shall also be required to meet with the principal within five days of the violation.
2. Up to ten (10) days suspension.
3. The student will be referred to the school resource officer.
4. The student will not be allowed to participate in any extracurricular activities.
5. The student will be referred to the substance abuse counselor.

Maine law requires that **all** students under the age of eighteen (18) in possession of tobacco products must be referred to the police department.

DRUGS AND ALCOHOL

The chemical use and abuse procedures established by the school board will be implemented. Involvement with and/or in the presence of drugs or alcohol in school or at any school sponsored activity including field trips, will not be tolerated. Violators will be suspended from school for up to ten (10) days with a minimum of five (5) days served and possible referral to the Superintendent of Schools for long-term suspension or expulsion. The student will be referred to the Substance Abuse Team for appropriate intervention.

THE CHEMICAL ABUSE PROCEDURES FOR VIOLATION OF THE BRUNSWICK SCHOOL DEPARTMENT CHEMICAL ABUSE POLICY

Participation in athletic and non-athletic extracurricular activities is a privilege, not a right. Agreeing to these rules and procedures is a precondition to participation in these activities. Students are also required to adhere to the BHS Code of Ethics. Coaches and activity sponsors shall foster a process for the acceptance of these agreements that reinforces the values of the program and the concept that one's word of honor in a pledge is inviolable.

Any student who is a participant in an athletic or non-athletic extracurricular activity shall not:

- a. Use tobacco products (including smokeless and/or E-Cigarettes or anything resembling).
- b. Use or be in the presence of the use or storage of alcohol and /or drugs.
- c. Possess, buy, sell or give away marijuana or any other substance defined by law as a "drug" (Title 17-A, Maine Revised Statutes Annotated, Chapter 25).
- d. Use, possess, buy, or sell or give away any substance which can affect or change a student's mental state, physical condition, or behavior pattern, including but not limited to volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation); over the counter medications (such as pseudoephedrine or dextromethorphan) that when used alone in larger quantity or in combination with other drugs may pose serious health risks (including death); or other plants and herbs smoked or ingested with the intent to produce drug-like effects.
- e. Use control substances as defined in the Federal Controlled Substance Act, 21 USC 812 (examples include but are not limited to: narcotics, hallucinogens, amphetamines, barbiturates, marijuana, and anabolic steroids).

- f. Use any performance enhancing substance list in the Maine Department of Health and Human Services Banned Substances list and any other substance which is illegal in Maine or the use of which is illegal for minors.
- g. Use prescription drugs not prescribed for the student and/or not in compliance with the Board's policy: Adminstrating Medicines to Students (FILE: JLCD)
- h. Possess drug paraphernalia (defined as any implement used to distribute, deliver or consume a prohibited substance) or any counterfeit drug or substance that is described as or is purported to be a prohibited substance as defined above.

Students may not be in the possession of medication specifically prescribed for the student's own use by her/his physician. Any prescribed medication should be left with the school nurse to be administered as needed.

Students and parents/guardians need to understand that violation of the Chemical Abuse Procedures is cumulative to a maximum of three (3) offenses in a school year. Violations of the procedures will be on an annual basis. These procedures apply to all students in **athletic and non-athletic** activities.

Each violation will be reviewed by the Principal or her/his designee and referred to the Substance Abuse Team. SAT members may include the school nurse, the student's guidance counselor, the school Substance Abuse Counselor and administrators. The SAT may make additional recommendations for treatment. The parents/guardians may be requested to meet with the SAT team. The recommendation(s) of the SAT must be followed before the participant will be allowed to return to full participation in an extracurricular activity.

I. Type I Offenses - Disciplinary Action for Possession of, Use of, and/or in the presence of Prohibited Substance(s) while a participant in any athletic and /or non-athletic extracurricular activity.

A. First Offense

1. The coach, advisor and/or administrator (or designee) will discuss and verify the violation with the student participant involved who is suspected of the violation.
2. If not already accomplished by I.A.1. Athletic Coaches will notify the Athletic Administrator, who will notify the Principal. Advisors or coaches of non-athletic extracurricular activities will notify the Assistant Principal. Once the violation is verified the Principal or Principal's designee will make the offense known to the Substance Abuse Team.
3. The following disciplinary procedure will be implemented:
 - a. The student participant will be suspended from all athletic and/or extracurricular activities for the minimum of ten (10) athletic and/or extracurricular participation days.
 - b. The student upon returning to the activity may not participate in any contest or competition until a minimum of five (5) days of athletic or extracurricular participation has been completed.
 - c. Upon completing an approved education program, ten (10) days is reduced to five (5).
 - d. If the involved student has originally disclosed the offense her/himself, the suspension will be considered to have begun on the date of that disclosure. In all other circumstances of disclosure the disciplinary suspension will begin on the date the offense is verified.
 - e. For those violations that occur in the spring the consequences shall carry over into the next school year if the ten day/5 day requirements outlined in I.A.3.a. and I.A.3.b. have not been met before the end of the school year.
 - f. The student will be required to follow the recommendation(s) made by the Substance Abuse Team prior to resuming participation in any extracurricular activities.
 - g. The student will meet with a licensed school Substance Abuse Counselor for a minimum of three times for evaluation prior to returning to participation. If the parents/guardians chooses to meet with another licensed Substance Abuse Counselor it shall be at the expense of the parents/guardians. In the event that an appointment cannot be attended in a reasonable time frame the student will provide and Administrator with the date of his/her appointment. Based on the evidence of a scheduled appointment the Administrator will allow the student to return to participation in an activity no more than three (3) days before the date of his/her appointment.

B. Second Offense

1. Procedures I.A.1., I.A.2. 1.A.3.f and I.A.3.g will be followed.
2. The following disciplinary procedure will be implemented:
 - a. The participant will be suspended from all athletic and/or non-athletic extracurricular activities for ninety (90) days OR required to complete 30 hours of community service within 45 days. If completed the suspension will be reduced to 45 days. Service must be approved by an Administrator and will not count towards the student's BHS service requirement.

- b. The beginning date of the suspension will be determined as in I.A.3.c.
- c. For those violations that occur in the spring the consequences shall carry over into the next school year.
- d. The student will be required to follow the recommendation(s) of the Substance Abuse Team prior to resuming participation in any athletic or non-athletic extracurricular activity.

C. Third Offense

- 1. Procedures I.A.1., I.A.2., 1.A.3.f. and I.A.3.g will be followed.
- 2. The following disciplinary procedure will be implemented.
 - a. The student will be suspended from all athletic and/ or extracurricular activities for the remainder of the school year.
 - b. Future involvement in athletics and extracurricular activities will be contingent on completion of recommended treatment program.

II. Type II Offenses - Disciplinary Procedures Subsequent to Selling or Furnishing any Prohibited Substance while a participant in an extracurricular activity.

A. First Offense

- 1. Procedures I.A.1, I.A.2, I.A.3.f. and I.A.3.g will be followed.
- 2. The student will be suspended from participation in athletic and/or extracurricular activities for one (1) calendar year or the recommendation of SAT, whichever is greater.

B. Second Offense

- 1. The student will be suspended from all athletic and extra-curricular activities for the remainder of his/her period (s) of enrollment in Brunswick High School.

WEAPONS IN SCHOOL

- I. Possession or use of a weapon on school property is prohibited. If any person uses or is found to be in possession of a weapon on school premises at any time or at any school-sponsored activity, he/she is subject to administrative action which may include suspension, expulsion or legal action.

Additionally, as required by 20-A M.R.S.A. Subsect. 1001 (9-A) and the federal Gun-Free Schools Act of 1994, students who are found to have brought a firearm, as defined in 18 U.S.C.A. Subsect. 921 et. Seq., to school shall be expelled by the school board for a period of not less than one year and referred to the appropriate local law enforcement agency. As further authorized by those statutes, the superintendent may exercise his or her discretion to modify this expulsion requirement on a case-by-case basis. The school department will report any firearm violation to the criminal justice or juvenile delinquency system and provide annual documentation of such incidents as required by the federal Gun-Free Schools Act.

- II. A weapon is defined as:

- A. any object or substance used or designed to inflict bodily harm or to threaten other persons. Examples include, but are not limited to, firearms, artificial knuckles, knives, chains, clubs, throwing stars, and air guns, or
- B. any object or substance designed for other purposes which are used in a manner to inflict bodily harm or threaten other persons. Examples include, but are not limited to, belts, combs, pencils, files, compasses, scissors, chemicals, and sprays.

- III. An object or substance presented in a concealed or open manner as a weapon shall be presumed to be a weapon.

FIGHTING

Students who are involved in a fight will be suspended from school for up to ten (10) days and may be summonsed by the School Resource Officer. Students will be re-admitted only after a parent/guardian contact with the principal. If you are having problems with another student or a group of students, see a counselor or an administrator before the problem develops into a fight. All fights will be reported immediately to the main office.

BOMB THREATS

The Board recognizes that bomb threats are a significant concern to the school department. 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 issues. These effects occur even when such threats prove to be false.

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

A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises.

Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

B. Definitions

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

C. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, School Resource Officer, or other employee in a position of authority.

D. Student Disciplinary Consequences

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

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after a hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A.

E. Aiding Other Students in Making Bomb Threats

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

F. Failure to Report a Bomb Threat

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

G. Civil Liability

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

H. Lost Instructional, School or Staff Time

Instruction, school or staff time lost as a result of a bomb threat may be rescheduled as determined by the Superintendent in a consultation with the Board and the staff.

ARTICLES PROHIBITED IN SCHOOL

Problems arise when students bring articles to school that are hazards to the safety of others. All guns, knives, or other weapons as described in school board policy are not allowed on school property or on buses and can result in expulsion from school. Card playing of any type is prohibited in classes or study halls.

No student will be allowed use of any electronic device, including cell phones, without advance approval from the principal.

CELLULAR TELEPHONE USE PROCEDURES

Secondary school students may be permitted to be in possession of cellular telephones under the following conditions:

- Cell phones will be turned off during class, study halls, in the library and in the school offices.
- Cell phones will be turned off and out of sight on school buses during regular transportation runs except during emergencies.
- Cell phones may be used at the conclusion of school activities.
- No cell phones shall be used during detention or tutoring.
- The school is not responsible for lost, stolen, or damaged cell phones, or any financial obligations resulting from cellular phones.
- Any use in violation of the rules will result in confiscation of the phone. The phone may be returned to the student at the conclusion of school. On a second violation and subsequent violations, retrieval by appointment, parents/guardians only.
- Violations of the rules may also result in immediate loss of the privilege to carry a phone and possible suspension from school.
- If your student's phone is used to video record inappropriate behavior, including a physical altercation between students while at school, the phone will be confiscated. The recorded video may be used as evidence to resolve the issue. Your student will lose his/her cell phone privilege and further consequences may be imposed.

PERSONAL ELECTRONIC DEVICES (SUCH AS, BUT NOT LIMITED TO: MEDIA PLAYERS, RADIOS, COMPUTER/TABLETS, and PHONES) USE PROCEDURES

- Personal Electronic Devices will be turned off and out of sight during classes, study halls, in the hallways, and in detention or tutoring.
- Personal Electronic Devices may be used in the cafeteria, in the hallways during the 10 minute break in the morning, during lunch periods in designated areas, and after school activities.
- Personal Electronic Devices may be used for instructional purposes under the direction and supervision of teachers and staff.
- The school is not responsible for lost, stolen, or damaged Personal Electronic Devices.
- Any use in violation of the rules will result in confiscation of the device. The Personal Electronic Device may be retrieved after school. Continuation of violations will result in retrieval by parents/guardians.

Violations of the rules may also result in immediate loss of the privilege to carry the device(s) and possible suspension from school.

THEFT OR DAMAGE TO PROPERTY

Vandalism and theft will be treated with the highest disdain. The thief and/or vandal involved with theft/vandalism will be suspended for a minimum of three days, not to exceed ten school days. Before readmission to school, a parent/guardian conference may be held with the aggrieved party. All incidents will be reported to the Brunswick Police as a matter of procedure.

DISCIPLINARY ACTION

Disciplinary action will be fair and consistent with the misconduct involved. Teachers and administrators will attempt to contact parents/guardians whenever possible. These rules and policies apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

DETENTION may be assigned by teachers or administrators for minor problems. A twenty-four hour notice **may** be granted if requested by the student to make arrangements for transportation. Failure to make up detention after parents/guardians have been notified may result in in-school suspension.

SUSPENSION of up to ten days will be the penalty for more serious or repeated offenses. Some first offenses, such as fighting, weapons violations, involvement with drugs or alcohol, extreme defiance, and theft will result in suspension. While students are suspended, they are not allowed on school property, day or evening. If the suspension spans a weekend, students are not allowed to attend any weekend events. Suspended students will have work provided from classes to be picked up by a parent or guardian. All work will be due when the student returns to class.

DISCIPLINE AT BRUNSWICK HIGH SCHOOL MAY BE PROGRESSIVE IN NATURE FOR REPEAT OFFENDERS

EXPULSION from school may occur in some instances when all other methods have not been successful or in the case of offenses that are extreme in nature. Repeated suspensions may lead to expulsion.

LOCKERS

You will be assigned a locker and combination. **LOCK YOUR LOCKERS.** Nearly 100% of reported thefts occur because of unlocked lockers.

NOTE: Lockers are school property and subject to search.

AUTOMOBILES AND PARKING

Students should realize that parking at BHS is a privilege and should be treated as such. Inappropriate driving as deemed by administration may result in the removal of driving privileges. The front parking lot is reserved for visitors and for staff members with parking permits. Students may not park in the front parking lot. All vehicles must display a Brunswick High School parking permit and must also be parked in designated parking spaces. Violators of this privilege may be ticketed and/or towed after fair warning.

NOTE: Any vehicle parked on school grounds may be subject to search.

BUSES

You should realize that driving a fully loaded bus demands the individual attention of the driver. If you do not behave properly, your bus privileges may be revoked and your parents/guardians will be contacted. You will also receive a school disciplinary consequence.

In order to maintain and improve student discipline and the safety of students and staff, the Brunswick School Department has installed video cameras to record the behavior of our students on buses. The bus may be equipped with an audio/video monitoring system. Once a video is completed the tape may be reviewed by the Director of Transportation or designee assigned to monitor this project. If the tape contains information which will be helpful to improve student behavior/management, it will be shared with the appropriate school staff, driver, the appropriate student(s) and/or parent/guardian. If you have any questions concerning this program, please contact the Director of Transportation at 319-1904.

Remember that missing the bus will mean an unexcused tardy or absence.

All students transported to extracurricular events on school-provided transportation are under school jurisdiction. The Brunswick School Board expects that students will use the transportation provided by the Brunswick School Department when traveling to and from school-sponsored events. The School Board recognizes, however, that employees or parents/guardians may occasionally use their private vehicles to transport students. To safeguard the School Department in matters of liability, particularly regarding the transportation of students, all employees shall strictly adhere to administrative procedures concerning the use of private vehicles. **All necessary forms with administrative approval are required prior to any student transportation in private vehicles.**

AFTER-SCHOOL ACTIVITIES

BHS offers a variety of athletics and activities for you. Most of these take place after classes end for the day. Teachers are available after school for extra help and makeup work. You must exhibit responsible behavior after school or your privilege to remain will be revoked. **Students are not to be in the building after 2:45 p.m. unless under the supervision of a teacher or coach.**

STUDENT DRESS

The Brunswick School Department believes that appropriate grooming and dress contribute to the quality of the educational environment. To this end, students are required to wear to school or to school functions, clean and appropriate

clothing that does not distract or interfere with the educational opportunity of the other students. Clothing, hair, cosmetics, scented products, jewelry or appearance that may disrupt the normal operations of the school are not acceptable.

The following guidelines shall be deemed to be the minimum necessary for compliance with the student dress and grooming policy:

- Clothing that depicts or in any way refers to, advertises, or promotes profanity, illegal drugs, alcohol or tobacco products, that has sexual implications, that promotes violence or illegal acts, or that is derogatory toward any group or individual is not allowed.
- Shoes, sneakers, or sandals will be worn by all students while on school grounds.
- All clothing is to fit properly, be of appropriate length, and not be revealing or indecent. Underwear should not be visible and clothing should cover the chest, midriff, and mid-thigh appropriately.
- Garments, chains, some chain-like necklaces and/or accessories that may be used as a weapon or perceived as gang member symbols will not be allowed.
- Styles of grooming and/or dress that block vision will not be allowed.
- Students attending classes such as, but not limited to, technology education, consumer and life studies, physical education, and laboratory classes, will comply with dress code regulations as they relate to the health and safety standards of the specific area of study or work. Teachers will notify students of these rules.
- Students may be required to remove hats.

It is not the intention of these guidelines to usurp the authority of parents/guardians for determining appropriate dress and grooming for their children. Since the home provides the funds, guidance, and upkeep for the students' clothing and grooming, parents/guardians, rather than the school, are primarily responsible for the general appearance of students. The school staff will work with parents/guardians in encouraging our young people, as they progress through the system, to assume this responsibility and to execute it sensibly. The purpose of the home and school working together should be to help students accept and cooperate with the guidelines to provide the best possible learning environment. These regulations may be waived at the discretion of the building administrator for special school occasions or events.

SCHOOL DANCES/ACTIVITIES

Attending school dances is a privilege extended to you as a BHS student. Elementary, junior high or guests over 20 years of age are not permitted at BHS dances. The exception is the Senior Prom. Guests over the age of 21 must have administrative approval. Any guest attending a BHS dance must fill out the guest form within 72 hours of the dance and give it to the main office.

Clubs and activity groups at BHS must complete the necessary form(s) and receive approval in order to use school facilities. Custodians, a minimum of two police officers, and fourteen (14) **faculty chaperones** will be needed for dances. The cost is the responsibility of the sponsoring organization. Forms are available in the main office and must be approved one month in advance.

B.H.S. DANCE CODE

All school rules apply at dances. In addition, the following procedure will be followed:

1. Brunswick High students must present their student identification cards at the door. Once inside, students may not leave the school building. If they do, they will not be allowed to return.
2. Although certain types of dancing are popular right now, they are not necessarily appropriate for the high school environment. "Lap dancing" and "grinding" will not be allowed at BHS dances. These types of dances, whether done in pairs or by individuals, will not be tolerated. Dancing which might be seen as obscene by adult supervisors is not allowed at BHS functions. Moshing, slam dancing, and other dangerous dancing are also prohibited. The adults who are chaperoning the dance will be the judges of what might be considered risqué or dangerous and will ask the individuals to stop. Should such dancing continue after a warning to the individual(s), the person(s) will be asked to leave the dance.
3. Students are not allowed to be under the influence or in the possession of any drug, alcohol, tobacco product or other illegal substances. If students appear to be under the influence of illegal substances their parents/guardians and the police will be notified. Their parents/guardians or the police will transport the student home. Disciplinary action will be taken which may include suspension or expulsion and the student will be excluded from school dances for the remainder of the school year.

TELEPHONE USE AND MESSAGES

You are not allowed to leave a class or study hall to take or make a phone call except in an emergency situation.

STUDENTS ARE NOT ALLOWED TO USE THE OFFICE, CLASSROOM, OR COUNSELING OFFICE PHONES AT ANY TIME.

ATHLETIC DEPARTMENT PHILOSOPHY

The Brunswick High School Athletic Department believes in promoting the physical, social and emotional development of all student athletes.

We believe valuable lessons are learned through participation in athletics. Teamwork, sportsmanship, integrity, loyalty, pride and commitment are all important qualities that are enhanced through these experiences.

It is the duty of coaches, families, participants and spectators to...

1. Cultivate awareness that participation in high school activities is part of the total education experience. No one should either seek or expect academic privileges for the participants.
2. Emphasize sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants and spectators.
3. Develop an awareness and understanding of the rules and guidelines governing competition, and comply with them in all activities.
4. Recognize the purpose of activities in school programs is to develop and promote physical, mental, moral, social and emotional well-being of participants.
5. Avoid any practice or technique which endangers the present or future welfare of a participant.
6. Avoid practices that encourage students to specialize or that restrict them from participation in a variety of activities.
7. Refrain from making disparaging remarks to opponents, officials, coaches, or spectators.
8. Encourage the development of proper health habits and discourage the use of chemicals.
9. Exemplify self-control and accept adverse decisions without public display of emotion.
10. Encourage everyone to judge the success of the activities programs on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.

BHS ATHLETIC GUIDELINES

All athletes should realize that athletic participation is a privilege. Team members are afforded the privilege of representing themselves and their school as long as they are willing to accept the responsibility of adhering to each provision therein.

High school athletes must always keep in mind that athletic contests are games designed and conducted to promote the physical, moral, social, and emotional well-being of the individual players.

Members of a team must recognize that they have the following responsibilities:

1. They are the official representatives of Brunswick High School.
2. They represent their families, friends, and community.
3. They are expected to be leaders in promoting good citizenship and sportsmanship.
4. Their actions, in and out of school, build student respect and contribute to improve school spirit. This responsibility implies that proper respect be given to the administration, teachers, coaches, officials, fellow athletes, and the student body.

Student Conduct and Training Rules

1. No smoking (tobacco or electric/vapor), chewing of tobacco, drinking of alcoholic beverages or unauthorized use of drugs, on or off school grounds, is allowed. **Possession of any of the previously mentioned substances will warrant the same penalty as outlined in the BHS Student/Parent/Guardian Handbook and Extracurricular/Non-athletic Activities Chemical Use and Abuse Procedures.**
2. All team members will abide by additional training regulations as set forth by the coach and approved by the athletic director. Each athlete will be given a written copy of these rules to be signed by both the athlete and parent/guardian to prove both have read and do understand them.

Eligibility

Students will be **INELIGIBLE** to participate in any interscholastic secondary contest and/or co-curricular activity who:

1. Have attained the age of twenty.
2. Have competed under assumed names.
3. Have attended approved secondary schools for more than eight semesters - starting with the day they first enrolled and running consecutively.
4. Have not met the rules and guidelines set forth by the Maine Secondary School Principals' Association.
5. Are not enrolled in at least six (6) courses in each semester.
6. Who have failed to earn passing grades and receive credit in five courses in each quarter.
7. Students serving as assistants do not count as one of these six courses.

Ineligibility will be for the next full quarter. Fourth quarter grades will determine eligibility for the fall or first quarter of the following school year. Grades or credits earned during summer school for purposes of eligibility must be approved by the principal first. If ruled ineligible, a student may not participate, practice, or travel with any interscholastic team. Students may appeal any decision (in writing) to the high school principal. Administration reserves the right to review eligibility at any time.

General Rules

1. Each student must return to the athletic administrator an Athletic Permission Form stating: 1) the activities in which he/she will be allowed to participate; 2) that the parent/guardian has medical insurance to cover their child in the activities permitted or that they wish to purchase school insurance to cover their child and; 3) that he/she is physically able to participate (must be signed by a physician), 4) signed copy of BHS Social Media form by student and parent. It is the student's responsibility to take care of permission/physical forms. Therefore, any student who participates in a tryout without fulfilling the above requirements may be suspended from that activity for two (2) weeks.
2. General conduct in and out of school shall be such as to bring no discredit to the athletes, their parent/guardians, the team, or the school. Vulgar language, vulgar physical acts and/or participation in uncivilized or illegal activities will not be tolerated. In instances of such conduct not covered under Brunswick School Department policies or procedures, the penalties will be decided by the coaches, athletic administrator, and a building administrator.
3. Regular school attendance is required of all team members. **Athletes must be in class period 1/2 by 7:45am.** Tardies of any length will not be tolerated. Athletes who are absent or tardy will not be allowed to participate in practices or games that day. It is important that a parent/guardian, who writes a note indicating that their student had an appointment, be able to show the appointment notice and time signed by the doctor or his/her designee. If the appointment is for anything else, the notice for the appointment and time is provided to the attendance officer. In the event that a student is tardy due to an illness of any kind but still wishes to participate in any of those days extracurricular events, the student must present a physician's note, prior to the activity, indicating that he or she is physically cleared to participate on the day of their late arrival.

Only an administratively excused absence or tardy will allow athlete to participate that day. Athletes who skip classes for any reason which includes but is not limited to, going out to lunch, senior skip day, etc, will be subject to penalties determined by the coaches, athletic administrator and a building administrator.

4. All athletes are required to travel to and from out-of-town contests with the team in school-provided transportation. Permission to return home with parents/guardians after an away contest may be granted on special occasions. **A TRAVEL RELEASE FORM FROM THE PARENT/GUARDIAN MUST BE RECEIVED BEFORE THE TRIP AND THE PARENT/GUARDIAN MUST SEE THE COACH AT THE CONTEST. This can be found on the high school website under the athletics tab, paperwork.**
5. Athletes will be issued the best possible equipment. Each athlete will assume responsibility for this equipment and will be assessed for any lost, stolen, or damaged items. Equipment issued will only be worn during practice or games or special events. Team members will be notified at least one week in advance of when to return uniforms.
6. An athlete will have 10 days from the start of preseason to change from one sport to another sport. If an athlete decides not to continue in a sport, he/she must notify the coach in person.
7. Athletes are expected to be neatly dressed for both home and away contests as designated by their coach.
8. Students must meet all academic/disciplinary obligations prior to any type of athletic participation.
9. Individual coaches/advisors have the responsibility to take disciplinary action pertaining to any problem that may arise that has not already been stated.

10. Students must be enrolled in at least six (6) courses in each semester for the school year 2017-2018 to be eligible to participate in athletics or any other co-curricular or extra-curricular activity. Students serving as assistants do not count as one of these six (6) courses.
11. All BHS students are expected to be familiar with the school chemical use and abuse procedures as well as the regulations regarding absence or tardiness.
12. In order for a participant of any co-curricular activity to be eligible for a certificate and/or letter for that activity, he/she must maintain academic eligibility and must finish the season as a member of that team. A season shall be interpreted to be that length of time through the last possible meet or game as indicated by the Maine Principals Association Sports Season Calendar.
13. Criteria for awards for each activity will be developed by the coach and submitted to the athletic administrator for approval before each season.

HARASSMENT POLICY (STUDENT)

The Brunswick School Department recognizes the right of each student to learn in an atmosphere that is free from all forms of improper discrimination, including sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, or other physical or verbal conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational benefits; or
2. submission to or rejection of such conduct by an individual is used as the basis for decisions on educational benefits; or
3. such conduct has the purpose or effect of substantially interfering with an individual's academic performance or an intimidating, hostile, or offensive educational environment.

Acts of this nature are not only a violation of this policy but also may constitute illegal discrimination under state and federal law.

Any Brunswick student having a complaint of sexual harassment is advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. However, if the student is uncomfortable with confronting the harasser, the student is encouraged to speak confidentially with a faculty member. If the harassment cannot be resolved, the faculty member should advise the student of the options which are available under the AFFIRMATIVE ACTION POLICY OF THE BRUNSWICK SCHOOL BOARD including, but not necessarily limited to the following: review by the Affirmative Action Review Board, the Superintendent of Schools and the Brunswick School Board, the Maine Human Rights Commission and/or the United States Office of Civil Rights.

No student shall be subjected to any discipline or adverse treatment because the student made a complaint of sexual harassment. All appropriate confidences shall be maintained.

Note: This policy will be added to the AFFIRMATIVE ACTION POLICY of the Brunswick School Department. 5/14/91

HAZING

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

No administrator, faculty member, or other employee of the school department shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organization, shall plan, encourage, or engage in injurious hazing activities. Persons not associated with the Brunswick School Department who fail to abide by this policy may be subject to ejection from school property. Students, administrators, or staff violators of this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures.

In the case of an organization affiliated with the Brunswick School Department which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or receive any other benefit of affiliation with the schools.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action – or lack of action – on the part of the Superintendent as he/she carries out the provisions of this policy, that individual or organization may appeal to the school board. The ruling of the school board, with respect to the provisions of this policy, shall be final.

A copy of this policy shall be included in all school, parent/guardian, and faculty handbooks or otherwise distributed to all school employees and students.

BULLYING

Bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. Bullying is disruptive to the operations of our school, negatively affects school climate, and interferes with the school's mission to educate its students. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

Prohibited Behavior

The following behaviors are prohibited:

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

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

Bullying and Cyberbullying Defined

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

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

- (1) Has, or a reasonable person would expect it to have, the effect of:
 - a. (a) Physically harming a student or damaging a student's property; or
 - a. (b) Placing a student in reasonable fear of physical harm or damage to the student's property;

OR

(2) Interferes with the rights of a student by:

- a. (a) Creating an intimidating or hostile educational environment for the student; or
- a. (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school;

OR

(3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

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

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

D. "Substantiated" means that the outcomes of the investigation on the Responding Form (JICKE2) provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.

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

FUND RAISING

ALL FUND RAISING MUST HAVE PRIOR APPROVAL. Student activity fund raising forms are available in the main office. Athletic fund raising forms are available in the athletic administrator's office. Funds will be disbursed from the main office and administrative approval is required in all cases.

STUDENT ATTENDANCE AND CONDUCT AT SCHOOL ACTIVITIES

STUDENTS MUST BE IN ATTENDANCE AT SCHOOL BY THE BEGINNING OF THE FIRST PERIOD ON THE DAY OF ANY ACTIVITY.

Students must display courtesy and respect for visiting teams, fans, cheerleaders, band members, and officials at all sports events. Drinking, use of drugs, foul language, or other misbehavior will not be tolerated. Good sportsmanship and good behavior is expected at all times.

Students who violate school rules at school events (at home or away) are subject to parental/guardian contact, suspension, and removal from the activity for an extended period.

BHS rules for student conduct apply when a Bowdoin or other non-BHS facility is used for BHS events.

VISITORS

All visitors must report immediately to the main office to sign the visitor's register and to receive an approved pass which must be worn at all times. **Permission to visit classes with a BHS student will not normally be granted to students from neighboring schools.**

If a student feels he/she has a legitimate request, e.g., possible transfer to BHS, the following procedure must be followed:

1. Permission from each teacher must be obtained in writing.
2. Administrative approval must be obtained **at least 24 hours prior to visit.**
3. The BHS student will report to the main office with his/her guest to introduce the visiting student to an administrator and to obtain a visitor's pass.
4. Guests will be introduced to classroom teachers prior to the beginning of the class period.
5. Visitors should park in the visitor's parking slots in the first parking lot

CRISIS RESPONSE POLICY

The Brunswick School Board requires that each individual school shall, in accordance with administrative guidelines developed by the superintendent of schools and building principals, prepare and have in place a Crisis Response Plan (File:EBCA-E). The Crisis Response Plan will be in writing and available at all times in the principal's office of each school. Crisis Response training/drills will be conducted twice per year in each school.

NOTES FROM YOUR TECHNOLOGY DEPARTMENT AT BHS

Brunswick High School has one general purpose computer lab, twenty-four computers in the library, five specialized computer labs as well as twelve mobile labs, with Macbooks, Chromebooks, and PC laptops.

The Technology Department currently supports Windows, ChromeOS, and Apple OS X computers running general applications such as Google Docs and Microsoft Office. Other supported applications are specific to the curriculum taught in specialized lab environments. The Internet browsers are Internet Explorer, Chrome, Firefox, and Safari. There are over 350 laptop computers, both PC and Mac, on mobile carts for classroom use. In addition, many of the English classrooms and all of the Academy classrooms have class sets of Chromebook laptops. To facilitate students accessing their work from home, Brunswick High School is using Google Docs. Google Docs is accessible from the Brunswick High School web page. This is the recommended format for saving or transferring files between school and home. Emailing documents is not supported or recommended. BHS students have a unique username and password provided to them allowing access to the network for saving and retrieving files. Sharing their username and password or using another person's username and password may lead to suspension of computer use.

Personal computers are allowed in school (see **PERSONAL ELECTRONIC DEVICES** above) but cannot connect to our network servers and printers. Internet access may be restricted on personal devices. **ANY PERSONAL COMPUTER BROUGHT TO SCHOOL MUST BE REGISTERED WITH THE TECHNOLOGY DEPARTMENT PRIOR TO USE AND IS SUBJECT TO THE SAME RESTRICTIONS AS ARE SCHOOL OWNED COMPUTERS.** Computer name and Mac address is mandatory. BHS does not provide support for personal computers. Any computer or electronic device not registered **MAY** be denied access.

All school computers are connected to the Brunswick School Department fiber optic backbone for communication to the servers for file storage, access to programs and for Internet access. All students wishing to have an account and computer access must fill out and sign the **Acceptable Use Policy** each year and must abide by the rules governing school computer use as laid out in the Policy. An electronic copy of this document is available on the school department website at <http://www.brunswick.k12.me.us/wp-content/uploads/2011/07/IJNDB-R-regs-for-student-computer-use-4.12.001.pdf>. Please read and understand the Policy before signing. Any infringement of the Policy will result in loss of computer privileges. We continually monitor the network for violations. Parents/guardians whose student(s) violate the Acceptable Use Policy will be notified of the violation and the suspension of use period.

All communications across our network, from any device, including internet sites visited, email, instant messaging, and uploads of any kind, are tracked and archived for a period of time. Any communication therefore can be seen and or monitored by the technology department. This is not limited to our computers, as any device that receives an IP address from our DHCP servers can be tracked. We ask that you use common sense when using any electronic devices in school.

Technology is constantly changing and the technology department is trying to keep abreast of the changes and evaluate what is useful and what is not for the advancement of the educational experience as outlined by the school board and the administration.

BRUNSWICK HIGH SCHOOL DRAGON SPIRIT YEARBOOK

Dragon Spirit Yearbook is a student created publication that expresses editorial decisions of the yearbook staff regarding content, students' points of view and opinions in keeping with the school rules, attitudes, and policies that reflect Brunswick High School in an appropriate manner. The yearbook is not responsible for editorial errors, missing items, or other issues. This book is the property of Brunswick High School, Brunswick Maine, 04011.

ANNUAL PEST MANAGEMENT NOTIFICATION

The Brunswick School Department uses an Integrated Pest Management (IPM) approach to the control of insects, rodents, microorganisms, weeds and other pests in school buildings and on school grounds. IPM combines a variety of methods for managing pests including monitoring, improved sanitation and food storage practices, pest exclusion and removal, biological control, and pesticides. The objective of the IPM program is to provide effective pest control while minimizing pesticide use.

Pesticides

Non-chemical pest management methods will be implemented whenever possible. However, sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the least hazardous effective pesticide possible.

Notification

In an effort to keep parents/guardians and staff better informed about unusual pest management situations, the Brunswick School Department has created a Notification Registry.

In order to receive notification, you must request to be placed on the school's notification registry. Notification will be given at least five days before the planned pesticide application. When required by law, pesticide application notices will be posted in school and on school grounds.

Notification need not be given for pesticide applications listed below that are recognized by law or regulations to pose little or no risk of exposure to students or staff.

1. non-volatile liquids injected into cracks, crevices or wall voids
2. non-volatile baits, gels, pastes, and granular materials placed in areas inaccessible to students
3. paints, stains and wood preservatives
4. disinfectants used for routine cleaning
5. non-powered applications of ready-to-use general-use pesticides to control or repel stinging or biting insects where there is an urgent need to protect the health or safety of a student, staff member or other school occupant
6. when school is not in session and will not be in session until the safe re-entry time specified on the pesticide label has elapsed, and
7. indoor applications of a pesticide with no re-entry interval specified on its label but entry to the treated area is restricted for at least 24 hours.

A copy of the school department's IPM/Pest Management policy is available, as are all other policies, for review in the appropriate school office. The IPM coordinator will also keep records of prior pesticide applications and the pesticides used. These records, a copy of the policy, and Maine's "Pesticides in School" regulation (Chapter 27 of the Department of Agriculture Board of Pesticides Control "Standards for Pesticide Applications and Public Notification in Schools") may be

reviewed by contacting Brunswick's IPM Coordinator, Paul Caron, at 319-1904 or by logging onto the school department's website (www.brunswick.k12.me.us).

For further information about pests, pesticides and notification, you may contact the Board of Pesticides Control at 207-287-2731 or go to their website at www.state.me.us/agriculture/pesticides/schoolipm

Every effort has been made to avoid conflicting statements between the Brunswick High School Student-Parent/Guardian Handbook and Brunswick School Department Policy. If such conflict does occur, the policy will govern.

TELEPHONE NUMBERS FOR TEENS, PARENTS AND GUARDIANS

Referral Service

First Call Community Services 443-8952 or 1-800-269-1150

Food and Nutrition

Brunswick Food Bank and Soup Kitchen 729-8647

Hospitals and Clinics

Jessie Albert Dental Center 443-9721

Mid Coast Hospital 729-0181

Oasis Health Clinic 721-9277

Parkview Adventist Medical Center 373-2000

Planned Parenthood 725-8264

Housing and Shelter

Brunswick Housing Authority 725-8711

Tedford Shelter (singles over the age of 18) 729-1161 #104

Tedford Shelter – Family Services 729-1161 #113

Mental Health Services

Sweetser Crisis 1-888-568-1112

Intentional Warm Line 1-866-771-9276

Substance Abuse

Addiction Resource Center 373-6950

Alanon – Statewide 1-800-498-1844

Alcoholics Anonymous – Statewide 1-800-737-6237

Day One 874-1045

Maine Office of Substance Abuse 1-800-499-0027

Maine Tobacco Helpline 1-800-207-1230

Youth and Family Services

Youth Alternatives – Family Mediation 874-1175 or 632-0041 toll free

Sexual Assault Support Services (SASSMM) 1-800-822-5999

Transitions – Grief Support 721-9702 or 1-888-486-0340

Child Protective Services – DHS 1-800-452-1926

Gay & Lesbian National Hotline 1-888-843-4564

Merrymeeting Project 443-5473

CareNet of Midcoast Maine 725-5433

BRUNSWICK HIGH SCHOOL

The following is a composite list of non-athletic extracurricular activities, parent /guardian groups, and athletic activities currently offered at BHS:

Athletic Activities

Baseball: Varsity, JV

Boys' Basketball: Var., JV, Fresh

Girls' Basketball: Var., JV, Fresh.

Fall Cheerleading

Winter Cheerleading: Varsity, JV

Field Hockey: Varsity, JV

Football: Varsity, JV, Fresh.

Golf: Varsity, JV

Boys' Ice Hockey: Varsity, JV

Girls' Ice Hockey: Varsity, JV

Boys' Lacrosse: Varsity, JV, Fresh.

Girls' Lacrosse: Varsity, JV

Boys' Soccer: Varsity, JV, Fresh.

Girls' Soccer: Varsity, JV, Fresh.

Softball: Varsity, JV

Boys' Swimming & Diving

Girls' Swimming & Diving

Boys' Tennis: Varsity

Girls' Tennis: Varsity

Coed Tennis: JV

Boys' Cross-Country Track

Girls' Cross-Country Track

Coed Indoor Track

Girls' Spring Track

Boys' Spring Track

Club Volleyball

Unified Basketball

Alpine Skiing

Nordic Skiing

Wrestling

Honor Societies

Art Honor Society

French Honor Society

Latin Honor Society

Math Honor Society

National Honor Society

Spanish Honor Society

Tri-M Honor Society

Non Athletic Extracurricular Activities

Action Team

ARTery

BrainSTEM

Broadcasting Club

Brunswick Better

Chess Club

Civil Rights Team

Connecting Communities

Creative Arts Magazine

Environmental Activist Club

Envirothon

Fandom Club

Garden Club

Holiday Wish Fund

Interact

International Club

Jazz Band, Combo, Ensemble

Male A Capella Group "Hear"

Math Team

Outing Club

Percussion Ensemble

Price (Gay Straight Alliance)

Prom Committee

Robotics Club

Science Olympiad

Ski Club

Squash Club

Spanish Conversation Club

Speech & Debate

Student Government

Through the Looking Glass

Ultimate Frisbee

Women A Capella Groups

Yearbook

Young Historian's Club

Annual Events and BHS Productions

BHS Players

Hot Country Nights

Talent Show

Parent/Guardian Groups

Music Boosters

Individual Sports' Booster Group

Networking/Off Campus Learning

Student Assistants at Harriet Beecher Stowe,
Coffin and BJHS

Mid Coast Senior Health Center

Mid Coast Hospital job shadow

Martin's Point job shadow

Internships